

ADMISSION PROCESS TO OFFICIAL DOCTORAL UNIVERSITY PROGRAMMES

UNIVERSIDAD COMPLUTENSE DE MADRID

ACADEMIC YEAR 2013-2014

For the academic year 2013-14, the Complutense University offers doctoral programmes regulated by Royal Decree 1393/2007 of 29 October (BOE 30.10.2007) and programmes already adapted to Royal Decree 99/2011 of 28 January (BOE 10.2.2011).

The latter, still awaiting final approval, will be marked with an asterisk in the list of programmes offered. The admission requirements for both are detailed below:

REQUIREMENTS

In order to apply for the doctoral program it will be mandatory to meet one of the following situations:

1. To hold an official Spanish Bachelor's Degree, or equivalent, and an official Master's Degree.
2. Likewise, those who are in any of the following cases will also be able to have access to the programme:
 - a) To hold an official Spanish university degree, or some other country belonging to the European Higher Education Area, which qualifies for access to a Master's degree in accordance with the provisions of article 16 of Royal Decree 1393/2007, of 29 October, and to have passed a minimum of 300 ECTS credits in the set of official university studies, of which at **least 60 must be at the Master's level**¹
 - b) To hold an official Spanish Bachelor's degree, whose duration, in accordance with the regulations of the European Community Law, is at least 300 ECTS credits.
 - c) University graduates who, having obtained a training position in the corresponding admission test to specialised health training positions, have passed with a positive evaluation at least two years of the training programme to obtain the official qualification in one of the Health Sciences specialities (MIR, BIR, FIR, etc.)².

¹ Official Spanish Master's degree students interested in applying for admission to doctoral studies at the UCM, who are nearing completion by the end of the 2012-13 academic year, may apply for admission by indicating this circumstance on the application form. In all cases, by 31 October 2013, proof of eligibility for doctoral studies must be provided to the Secretariat concerned. Failing to submit the necessary documentation within the deadline entail the cancellation of the doctorate registration.

² Applicants in this position must present a certificate issued by the hospital management in which they are attending the training. The certificate must certify that the applicant has satisfactorily completed at least two years of instruction in any programme to obtain an official diploma in a specialty in Health Sciences.

d) To hold a degree obtained in accordance with foreign educational systems, no homologation required. Prior verification by the university that the applicant has achieved a level of education equivalent to that of the official Spanish Master's Degree and that it entitles the applicant to access doctoral studies in the country issuing the degree. (In order to begin this procedure, applicants must present the corresponding documentation in the Validations Division -Students Building-. More information: <http://www.ucm.es/admision-matricula-doctorado>). Students who request this access channel will not be admitted to a program until the resolution is favourable. Under no circumstances will this resolution imply the homologation of the previous degree held by the interested party or its recognition for purposes other than access to doctoral studies.

e) To hold another Spanish doctoral degree obtained in accordance with previous university regulations.

f) To hold the Diploma of Advanced Studies obtained in accordance with the stipulations of Royal Decree 778/1998, of 30 April, or having reached the research competence regulated by Royal Decree 185/1985, of 23 January.

ESSENTIAL INFORMATION

The admission application will be online at <https://metanet.ucm.es/popdoc/doctorado/>. A single application shall be completed with a maximum of three programmes in order of preference. In case of an inter facultative program, it is also necessary to indicate the institution involved.

It is required to attach the following documentation in pdf format:

- **UCM students who have completed the studies giving access to a PHD programme**
 - Résumé detailing the student's academic and professional background.
 - Academic record: this can be obtained from <https://geaportal.ucm.es/> (click on "My Academic Progress", then "Obtain Certificate")
 - Specific documentation required by the specific doctoral programme and, if applicable, documentation evidencing the alleged merits.
- **Students coming from other universities**
 - DNI or NIE (or Passport temporarily).
 - Résumé detailing the student's academic and professional background.
 - Copies of the diplomas that evidence possession of the requirements that grant access to the doctorate (see requirements section above).
 - Specific documentation required by the specific doctoral programme and, if applicable, documentation evidencing the alleged merits.

Applicants with foreign qualifications may apply for admission to official doctoral studies presenting, in addition to those already mentioned, the documents referred to in one of the 3 paragraphs below:

1. European Diploma Supplement for students who have completed previous studies under the regulations of the EHEA (European Higher Education Area).
2. Certified copy of the Bachelor's/Architect/Engineer's and the Master's diploma approved by the Ministry of Education, Culture and Sports if it has been obtained within the EHEA (otherwise see section 3).
3. Favourable resolution of the access authorization to the Doctoral Programme issued by UCM, for students whose previous studies are outside the EHEA. This authorization may be requested at the Validations Division (See requirements in <http://www.ucm.es/informacion-adicional-para-alumnos-con-estudioextranjeros-1>). **Applicants who submit the receipt of the application may not be admitted until they have the favourable resolution.**

PROGRAMME CHANGE

Students who have been enrolled at UCM in other doctoral programs may switch to one of those offered for new entrants in 2013-14 by **applying for admission** within the period indicated below. It is mandatory to fulfil the access requirements indicated in this document and certify the correct payment of taxes due. Students in possession of pending tuition fees will not be able to officially enrol in the new program until they are paid in full.

ADMISSION APPLICATION PERIOD: September 16 to 30

Admission may be requested by those who meet the requirements indicated above, and exceptionally, by those who, while **studying Spanish official master's degrees**, are nearing completion by the end of the 2012-13 academic year. Given the case, they must **justify such completion by 31 October 2013**.

Lists of admitted and non-admitted students will be published on **October 14**. They will be available online and at the institution responsible for the requested programme, as well as waiting lists, if applicable. The deadline for complaints will be 15, 16 and 17 October.

SUBMISSION OF DOCUMENTATION

All students who are admitted must present (before 31 October) the originals of the documents provided during the admission phase, in order to proceed to their verification at the Student Secretariat of the institution responsible for the doctoral programme to which they have been admitted. If the applicant does not provide this documentation within the period indicated, the Secretariat will **cancel the application for registration**.

COMPLAINTS

Applicants who have not been admitted may lodge a complaint with the Dean or director of the institution responsible for the doctoral programme within three days after the publication of the lists of admitted and non-admitted applicants.

An appeal may be lodged against the resolution before the Rector, whose decision will exhaust the administrative remedies.

ENROLMENT PERIOD

In the 2013-2014 academic year, enrolment will take place at the Student Secretariat at the corresponding Faculty from **18 to 28 October**.

FURTHER INFORMATION

Students admitted in the 2013-14 academic year to one of the programmes regulated by Royal Decree 1393/2007 must defend their doctoral thesis before 30 September 2017 (submission to the corresponding secretariat by 30 April 2017).

Royal Decree 99/2011 establishes the possibility of taking the following doctorate studies on a "full-time" basis, and exceptionally and **subject to authorization of the academic committee**, "part-time". Students admitted in the 2013-14 academic year in any of the programmes regulated by this Royal Decree will have a maximum of three years and five years (full time and part time respectively), from the admission to the thesis presentation.

In case the application for the dissertation of the thesis is not submitted by the end of the three-year period, the Commission responsible for the programme may authorise the extension of this period for a year, which may exceptionally be extended for a further year under the conditions established in the pertinent doctoral programme.

In compliance with the current legislation UCM, once approved the Doctoral Thesis, will manage the file in open electronic format in the institutional archive and shall forward (in electronic format) a copy, including the supplementary information, to the Ministry of Education, Culture and Sports. In case of a thesis being submitted in the form of publication, the candidate will be required to submit a publisher's authorization in which the articles were published to have them included in the UCM institutional archive.