

## GENERAL INSTRUCTIONS

### INSTRUCTIONS FOR CORRECTLY COMPLETING THE FORM AND UPLOADING IT TO THE “DOCUMATRÍCULA” PLATFORM

This form must be completed to formalize the registration of the Doctoral Thesis Project.

**1. Complete this form:**

- 1.1 The Thesis title may not exceed 200 characters.
- 1.2 A maximum of three Thesis Supervisors may be appointed.

**2. Before signing the form as the applicant, print it as a new PDF file. To do so, select the “Print to PDF” option. A new document will then be generated, which must be signed.**

**3. Send the document to the Thesis Supervisor(s) to obtain their signature(s).**

**4. Once the document has been signed by the Supervisor(s), contact the Coordinator of the Doctoral Programme, who will inform you of the procedure to be followed to obtain authorization from the Academic Committee of the programme.**

**5. Upload the document, duly signed by the Academic Committee of the programme, to the “documatrícula” platform using the link provided in the enrolment instructions.**

**Please note:** For the final registration, it is also mandatory to upload the “**Doctoral Student Supervision Agreement**” (*Compromiso Documental de Supervisión de Doctorando*) to the “documatrícula” platform. This document must be signed in accordance with the procedure indicated therein.



## Application for Registration of the Doctoral Thesis Project

|                  |             |            |                         |
|------------------|-------------|------------|-------------------------|
| DNI/NIE/Passport | Nationality | Telephone  | E-mail (preferably UCM) |
| Name             |             | Surname(s) |                         |

## Doctoral Programme Information

|                       |                     |
|-----------------------|---------------------|
| School                |                     |
| Programme name        | Start Academic Year |
| Programme Coordinator |                     |
| Academic Tutor        | ID No. (DNI)        |

## Information for Registering the Dissertation Project

|                                      |             |        |        |
|--------------------------------------|-------------|--------|--------|
| Title (1.1): _____<br>_____<br>_____ |             |        |        |
| Advisor(s) (1.2):                    |             |        |        |
| Full Name                            |             |        | School |
| DNI/Passport                         | Nationality | E-mail |        |
| Full Name                            |             |        | School |
| DNI/Passport                         | Nationality | E-mail |        |
| Full Name                            |             |        | School |
| DNI/Passport                         | Nationality | E-mail |        |

Doctoral Student

In Madrid, on \_\_\_\_\_

Signed : \_\_\_\_\_

**Acceptance by the Thesis Advisor(s)**

The proposed advisors state that they comply with the applicable regulations (BOUC 21-12-2012), as amended by the agreement of the Governing Council of 29-10-2024 (BOUC 29-04-2015); and they agree to supervise the Doctoral Thesis of the student:

Full Name: \_\_\_\_\_

D/D<sup>a</sup> \_\_\_\_\_ D/D<sup>a</sup> \_\_\_\_\_ D/D<sup>a</sup> \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

**Decision of the Doctoral Programme's Academic Committee**

The Academic Committee of the Doctoral Programme, at the meeting held on the date indicated by the electronic signature of its Chair, having considered the application submitted, has resolved that the assignment of the Thesis supervision **IS APPROVED**.

\* If the resolution states that the assignment of Thesis supervision **IS NOT APPROVED**, the Chair of the Academic Committee of the programme must issue a written decision stating the reasons why the assignment is not approved.

Chair of the Academic Committee of the Doctoral Programme:

Signed: \_\_\_\_\_

ACADEMIC COMMITTEE RESPONSIBLE FOR THE DOCTORAL PROGRAMME

| Basic Information on Data Protection |                                                                                                                    |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Data Controller</b>               | Vice-Rectorate for Studies                                                                                         |
| <b>Purpose</b>                       | Administrative and academic management and student mobility                                                        |
| <b>Legal Basis</b>                   | Public interest / legal obligation                                                                                 |
| <b>Recipients</b>                    | Personal data will not be disclosed, except where required by law                                                  |
| <b>Rights</b>                        | Access, rectify and erase personal data, as well as other rights, as explained in the additional information       |
| <b>Additional Information</b>        | Further details are available on our website:<br><a href="https://edotorado.ucm.es/">https://edotorado.ucm.es/</a> |