



ACADEMIC AND REGISTRATION REGULATIONS FOR DOCTORAL STUDIES. 2024-25 ACADEMIC YEAR

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SECTION I. GENERAL PROVISIONS

CHAPTER 1. General provisions

Article 1. Purpose

1. The purpose of these regulations is to define the structure for doctoral studies at the URV, that is, the third cycle of studies leading to the doctoral degree, which is officially recognised and valid throughout Spain in accordance with Royal Decree 99/2011 of 28 January governing official doctoral studies, amended by Royal Decree 534/2013 of 12 July, by Royal Decree 43/2015 of 2 February, by Royal Decree 195/2016 of 13 May and by Royal Decree 576/2023 of 4 July.

Article 2. General considerations

1. The 2024-25 academic year encompasses the period from 1 October 2024 to 30 September 2025 inclusive.

2. The doctoral programmes of the URV are organised and managed by the Doctoral School of the URV.

3. The administrative management of doctoral programmes is the responsibility of the department to which the doctoral programme coordinator belongs. While maintaining this sole intermediary, the doctoral programme's academic committee may agree, having informed the Doctoral School directors beforehand, to distribute programme management tasks internally among the different departments involved in the doctoral programme. The secretary's offices handle administrative procedures assigned to them in the area of academic management and in connection with the applications of doctoral students.



4. URV teaching staff wishing to pursue doctoral studies at the URV must receive express authorisation from the Vice-Rector for Teaching and Research Staff as per the procedure established by the Human Resources Service.
5. Following a report from the Doctoral School or the Academic Management Service, if applicable, the vice-rectors responsible for doctoral studies are, by delegation of the rector, the competent bodies for the resolution of all matters relating to the application and interpretation of these regulations, as well as for making exceptions to these regulations when deemed necessary. In the case of exceptions, doctoral students must justify the exception requested and, if necessary, provide supporting documentation.
6. Doctoral students are considered to be researchers in training and so must register annually in order to maintain their administrative connection with the URV. The doctoral student acquires the rights inherent to the status of trainee researcher upon registration. However, the person admitted has no formal relationship or any type of insurance with the URV. The doctoral student must register each academic year from when they are admitted to the doctoral programme until the academic year in which the academic committee authorises the defence of the thesis.
7. For joint programmes, the agreement must specify how registration will be carried out.
8. Doctoral programmes must ensure that doctoral candidates acquire, at least, the basic competencies, skills and abilities referred to in [Article 5](#) of Royal Decree 99/2011 modified by Royal Decree 576/2023, as well as the competences listed in the Spanish Framework of Qualifications for Higher Education (MECES), which include the Dublin Descriptors, and any other competences determined by the Doctoral School Steering Committee.
9. For students with special educational needs arising from a disability, the university will provide them with the appropriate support and counselling services, which will assess the need for possible adaptations to specific circumstances.

SECTION II. ACADEMIC CONSIDERATIONS

CHAPTER 2. Structure of doctoral studies and administrative procedures

Article 3. Structure and organisation of doctoral studies

1. Doctoral studies are conducted through doctoral programmes and conclude with the completion of a doctoral thesis and its defence.
2. The primary activity of the doctoral student is to implement the research plan regulated by the present regulations.
3. The doctoral programmes will include aspects of research training that do not require an ECTS credits structure and that include cross-curricular and interdisciplinary training, and specific training in the field of the respective programme. The structure of this training is outlined in the validated reports of each programme.



4. Training activities of doctoral candidates must be recorded in the doctoral activities document governed by these regulations.

Article 4. Doctoral programmes coordination

1. Each doctoral programme has a coordinator and an academic committee responsible for defining, updating, coordinating and monitoring the quality of the doctoral programme, as well as for tracking each doctoral student's progress in his or her research and studies.

2. The academic committee is presided over by the doctoral programme coordinator.

3. The academic committee is responsible for assigning the thesis supervisor, the tutor and the line of research, and for deciding whether the student will study full or part time. The academic committee will also authorise leaves of absence, extensions, thesis deferrals and any other procedures if required.

4. The academic committee, having listened to all parties, may modify the appointment of the tutor or thesis supervisor at any time during the period of the doctoral programme, provided that there are justified reasons.

5. The academic committee must be made up of people with the qualification of doctor.

Article 5. Supervision of doctoral theses

1. The thesis supervisor is responsible for directing all of the doctoral students' tasks. They are required to accompany and advise the students throughout the thesis in all those tasks included in the research plan and the personal learning plan.

2. The supervisor must hold the qualification of doctor and have accredited research experience. They must also belong to a doctoral programme.

3. There can be no more than three thesis supervisors.

4. If there is more than one supervisor, at least one of them must comply with the requisite of having accredited research experience.

5. The academic committee can withdraw authorisation for the joint supervision of a thesis if it believes that it is not beneficial for the development of the thesis.

Article 6. Doctoral student tuition

1. Tutors are also responsible for adapting the course and the research activity to the principles of the doctoral programmes and the Doctoral School. They must also ensure interaction between the doctoral students and the doctoral programme's academic committee.

2. Tutors must hold the qualification of doctor and have accredited research experience. They must also belong to a doctoral programme.



3. The tutor may also be the thesis supervisor.

Article 7. Doctoral programme access, admission and registration

1. Candidates wishing to pursue doctoral studies must pre-register and be admitted to the doctoral programme in accordance with the requirements and procedures established by the programme.

2. Candidates who are admitted to a doctoral programme must register according to the schedule established and approved by the Governing Council every year. Registration is considered to be an application and its validity is subject to meeting applicable legal requirements, submitting the relevant documentation and paying the corresponding fees.

3. Five percent of places in the doctoral programmes will be reserved for candidates who can accredit disability equal to or greater than 33%. These candidates must state their condition at the time of pre-registration and provide the relevant supporting documentation.

Article 8. Requirements for admission

1. Access to an official doctoral programme is open to people who are in one of the situations listed in [Article 6](#) and in [Second additional provision](#) of Royal Decree 99/2011.

2. In the case of candidates who are in possession of a first-cycle qualification from a discontinued programme, the 300 credits that the candidate needs to access doctoral studies will be calculated in accordance with the first additional provision of these regulations.

Article 9. Pre-registration for the doctoral programme

1. Candidates wishing to register for a doctoral programme and who meet the admission requirements must complete the online pre-registration form before the established deadline.

2. Likewise, they must upload the documentation required for access and admission to a document manager:

- a) Valid identity document (Passport or Spanish foreigner's residence card), only in the case of foreign candidates. Citizens of EU member states may also present their identity document from their country of origin.
- b) Certificate(s) of the qualification that enables them to access the doctoral programme, or proof of having paid the fees for the issuance of the certificate(s) (legalised and translated, as specified in the section on registration documentation).
- c) Personal academic transcript, or European diploma supplement, corresponding to the qualification that gives access to the doctoral programme (officially translated into Catalan or Spanish - in accordance with MAEC instructions- unless originally issued in English, French, Italian or Portuguese or officially translated into English by legalised translation, if necessary).
- d) Proposed line of research.



- e) Curriculum vitae.
- f) Any other documents required by the doctoral programme.

3. Candidates who do not meet the requirements to access the doctoral programme will be technically excluded for this reason.

4. Candidates who do not present the minimum documentation required within the established time limit will be considered to have withdrawn their application and will be technically excluded for lack of documentation.

5. In accordance with the [current legislation](#), it is presumed that candidates have authorised the URV to obtain and check their documentation unless the candidates concerned expressly oppose it or the special applicable law requires express consent.

Article 10. Doctoral programme admission

1. The academic committee of each doctoral programme may establish admission requirements and criteria in addition to the general admission requirements of the University.

2. The admission requirements and criteria and any additional training will be specified in the doctoral programme's academic report. These requirements and criteria are public and can be viewed on the URV website.

3. The academic committee/coordinators of each doctoral programme must assess, in accordance with the academic calendar, the applications of those candidates who meet the admission requirements and then decide on their admission or exclusion from the process, taking into account the number of places available, the requirements and the additional admission criteria established.

4. If a candidate is excluded on academic grounds, the academic committee must state the reasons for their decision.

5. Admission may be contingent on candidates completing bridging courses. In this case, the subjects to be done must be specified. The courses must be satisfactorily completed during the initial stages of the thesis at the latest by the end of the first academic year.

6. Admittance means that a place will be reserved for the candidate in the same academic year in which pre-registration is formally concluded.

7. When candidates are admitted, they are assigned one of the following admission statuses depending on the documentary requirements they have met:

- a) Admitted pending required documentation, with or without specific bridging courses
- b) Admitted pending accreditation of qualification that enables access to the doctoral programme, with or without specific bridging courses
- c) Admitted pending submission of original documents, with or without specific bridging courses
- d) Access to registration with or without specific bridging courses



- e) Conditional access to registration with or without specific bridging courses
- f) Waiting list

8. Admitted students can check their admission status via the document manager and will receive information from the URV about their registration process.

9. If academic admission is done through a coordinator, the academic committee of the doctoral programme must formally confirm admission for the current academic year by the latest at the end of each of the pre-registration periods.

10. The doctoral programme's academic committee must assign to each academically admitted doctoral student a line of research in the doctoral programme, one (or more) thesis supervisor(s) and one tutor from the URV or from a URV-affiliated research institute if this is established in the corresponding agreement.

11. The academic committee will also decide on whether to admit the candidate on a full-time or part-time basis.

Article 11. Documentation for access to registration

1. Before formalising their registration, the person admitted must present the required documentation with the formal requirements that are stipulated on the website of the doctoral school (legalisation, official translation and presentation of originals or certified copies).

2. Valid identity document:

- a) Candidates with Spanish nationality: do not need to provide an identity document as the URV will check their identity by consulting the corresponding administration.
- b) Foreign candidates from another EU member state: must provide the original and photocopy, or a certified photocopy, of their valid (unexpired) national identity card, passport or Spanish foreigner's residence card.
- c) Foreign candidates from countries outside the EU: must provide the original and photocopy, or a certified photocopy, of their valid (unexpired) passport or Spanish foreigner's residence card.

3. Certificate of the qualification that entitles the candidate to access the doctoral programme or proof of payment of the issuance fees for this certificate:

- a) Graduates of Spanish universities: do not need to present this certificate because since the URV will check that they hold the necessary qualification with registry of qualifications of the corresponding ministry. If the University is unable to verify this, it will carry out an internal consultation or it will ask the candidate to provide proof that they have paid the fees for the issuance of qualification certificate (original and photocopy or certified photocopy).
- b) Graduates from other countries: must provide the original and photocopy or certified photocopy of the certificate of their access qualification. Their documents must:



- be officially translated into Catalan or Spanish in accordance with the instructions of the Spanish Ministry of Foreign Affairs, except for documents originally issued in English or documents officially translated into English by means of sworn translation, where applicable;
- be legalised unless they were obtained in an EU Member State, a signatory state of the European Economic Area Agreement or a state with a bilateral agreement with the EU.

4. In the case of documents submitted as certified, the individual must follow the instructions established by the Office of the General Secretary of the URV.

5. When the doctoral school has checked that the documentation presented in PDF meets the formal requirements, the person admitted must present the original documents to the Campus Secretariat, which will review them and allow access to the self-registration application.

6. In addition to the original documents required for admission, doctoral students in registration categories with fee exemptions must meet the conditions that grant the right to their exemptions on the start date of their studies (1 October of the current academic year). Documentary proof of the right to fee exemptions may be provided up to 20 December.

7. Foreign applicants who need to conduct financial transactions such as applying for a scholarship or opening a bank account will need a Spanish foreigner identity number (número d'identificació d'estrangers, or NIE).

Article 12. Registration for academic supervision - new students

1. Candidates who have been admitted academically to a doctoral programme and assigned an admission status that allows them to register must do so prior to the deadline for the period in which they have been admitted. Candidates must finalise their registration via the online registration system. Candidates who fail to finalise registration before the deadline of the period in which they have been admitted will lose their admission and their place. Registrations that are finalised outside the stipulated period will be considered as late registrations.

2. Admitted candidates who do not register conditionally, who do not present all the documentation with the formal requirements within the established deadline and/or who do not register within the maximum period established in the pre-registration phase will be technically excluded.

Article 13. Conditional registration

1. Admitted students who have all the required documents, even if some of the formal requirements (legalisation, translation, certification and/or presentation of originals) have not been met, can access conditional registration. These students will be able to enrol conditionally provided that they present a signed declaration in which they commit to provide the documents with all the necessary formal requirements by 30 April of the current academic year at the latest.

2. If they do not provide these documents their registration will be cancelled, they will not be entitled to any refund of amounts paid and will be liable for all amounts pending.



Article 14. Registration for academic supervision – post first-year students

1. Post first-year students must be registered for academic supervision until the academic committee authorises them to submit their theses. The campus secretariats or the Academic Management Service will finalise the registration of students who meet the academic and financial requirements established in the present regulations.

2. Doctoral students who have been authorised to submit their thesis by the academic committee prior to 6 September 2024 and who have a defence date set after the start of the new academic year (1 October) will not need to register for the new academic year.

Article 15. Changes and adaptations between doctoral programmes

1. Students who have begun their doctoral studies at the URV or at another university in accordance with Royal Decree 99/2011 and who wish to defend their thesis at the URV on a different programme may change their doctoral programme in order to do so.

2. Students who, at the time that Royal Decree 99/2011 came into force, were studying at the URV or at another Spanish university on a doctoral programme governed by earlier regulations may adapt to one of the doctoral programmes currently in force.

3. These students must pre-register and present the required documentation in accordance with the present regulations and the specified procedure and deadline.

4. The doctoral programme's academic committee will assess whether the courses, seminars, placements, internships and other activities completed during the previous stage are sufficiently similar in length and content to the educational activities envisaged for the doctoral programme. If they are recognised by the academic committee, they can be included in the student's document of doctoral activities and they may be considered as an educational activity passed during the programme.

5. If they are admitted, students must register for the programme as new doctoral students. From this moment, the duration of their studies and their course load status (full/part time) will be calculated in accordance with the present regulations.

Article 16. Duration of studies: course load status and extensions: general aspects

1. The duration of doctoral programme, the calculation of this period, and the course load status, is specified in [Royal Decree 99/2011](#), of 28 January, which regulates official doctoral studies.

2. The student's course load status (whether they study full time or part time) on the doctoral programme is calculated from the date when they first register for the programme until the date on which they apply to deposit their doctoral thesis.

3. The student requires the authorisation of the academic committee if they wish to begin their doctoral studies as a part-time student or if they wish to change their course load status after they have registered.



4. Doctoral students with a trainee researcher or grant-holder contract requiring full-time status may not apply for part-time status. However, they can apply for such status after the contract or grant has concluded. In these cases, the change of course load status will be effective as of the academic year in which it is requested and approved by the academic committee.

Article 17. Duration of studies, course load status and extensions for students who started their doctoral programme from the academic year 2023-24 (included)

1. The maximum duration of doctoral studies is four years full-time or seven years part-time.
2. In the case of people with a degree of disability of 33% or more, the maximum duration of doctoral studies is six years full-time or nine years part-time.
3. In all cases, a one-year extension can be requested.
4. The change to part-time status can only be requested during the ordinary period prior to the extension. If the change is authorised, the duration of the course will increase from four to seven years.
5. During the extension period, students cannot request a change in full/part time status because it has no corresponding effect on their course load status.

Article 18. Duration of studies, course load status and extensions for students who started their doctorate until the 2022-23 academic year (inclusive)

1. The maximum duration of doctoral studies is three years full-time or five years part-time.
2. Full-time students can apply for an extension of one year.
3. Part-time students can apply for a two-year extension.
4. In exceptional circumstances, both full and part time students may request an additional extension of one year's duration.
5. If a student requests to change to part-time status:
 - a) during the ordinary period before any extension, their course load status is extended from three to five years. The first extension will be of two years and the second of one year.
 - b) during the period of the first extension, their course load status shall remain unchanged and shall continue to be three years. The extension will be two years instead of one. The second extension will be one year.
 - c) During the second extension period, students cannot request a change in full/part time status because it has no corresponding effect on their course load status.



Article 19. Minimum duration of doctoral studies

1. The minimum duration of doctoral studies is two years. Doctoral students admitted and registered in a doctoral programme may not begin procedures to defend their theses until at least the academic year following the year in which they are admitted to the programme. That is, they must be registered for two academic years and receive a favourable assessment twice before they can apply to defend their thesis.

2. Notwithstanding the previous point, if a student changes from a doctoral programme governed by previous regulations (a process called adaptation), the student may request a reduction in the minimum duration of the doctoral programme so that they can submit their thesis during the same academic year that they were admitted or the one immediately after. Furthermore, they will only be required to obtain a favourable assessment.

3. The request must be submitted in accordance with these regulations and the established procedure and deadline.

Article 20. Temporary withdrawal from the doctoral programme

1. Doctoral students who wish to suspend work on their thesis for a period must apply for temporary withdrawal from the programme. Grounds for temporary withdrawal include:

- a) Risk during pregnancy or illness. Students can temporarily withdraw for as long as the medical leave is in effect.
- b) Birth, risk during the breastfeeding period, adoption, care with a view to adoption or fostering. Students can augment this period of temporary withdrawal by concentrating the reduction in working hours they are entitled to for the breastfeeding period into one period and adding it to the period of withdrawal. Students can be in this situation for the period granted by the company, in accordance with the applicable legislation. This situation and its duration are accredited in the resolution granting the application for temporary withdrawal.
- c) Gender violence or any other situation envisaged in the prevailing legislation.
- d) Voluntary withdrawal for personal reasons. The duration of the period of temporary withdrawal will be one academic year (1 October to 30 September of the following year). This period may be extended for an additional academic year.

2. The administrative procedure must stipulate the time frame within which the leave and the extension, if applicable, will occur.

3. During the period that doctoral students are on voluntary leave:

- a) The time calculated for completing the thesis is interrupted.
- b) The students must still register.



- c) Doctoral students who are on voluntary leave will receive an email before the end of the leave period asking them if they wish to extend their leave or continue their studies as normal. Regardless of whether they continue the period of temporary withdrawal or not, they must register for their courses. If the doctoral candidate has already completed the two-year maximum period of the voluntary withdrawal, he or she must rejoin the doctoral programme or they will be permanently removed.

Article 21. Permanent withdrawal from the doctoral programme

1. The following are grounds for permanent withdrawal from the doctoral programme:

- a) Not completing the registration process during a given academic year.
- b) Failing to submit a research proposal and the doctoral activities document within the established deadline, or being assessed negatively or as absent after the second exam period, in accordance with Article 28: during the annual examination period, new students starting in the academic year 2023-24 (inclusive) must submit a document that describes their research plan, their personal training plan, and the training activities they have taken.
- c) Exceeding the established maximum duration of studies and any extensions without having submitted a doctoral thesis for deposit.

2. Permanent withdrawal from the programme implies:

- a) The doctoral student will no longer continue in the doctoral programme in which they are registered.
- b) The doctoral student's file will be closed.

3. Students may subsequently apply for admission and register in another doctoral programme.

Article 22. Resuming studies

1. Second-year doctoral students who have had their registration for the immediately preceding year cancelled cannot apply to continue their studies on the same doctoral programme because they will have lost their place. If this is the case, they may re-register.

2. Third-year doctoral students who have had their registration for the immediately preceding year cancelled can apply to continue their studies on the same doctoral programme, in accordance with the procedure established in article 28 of the present regulations.

3. Students who will continue their studies in the academic year 2024-25 may apply in accordance with the provisions of the first transitory provision.



Article 23. Joint supervision of doctoral theses

1. Procedures for the joint supervision of doctoral theses may be established between the URV and a foreign university in order to create and foster scientific cooperation between the research teams of both institutions and to facilitate the mobility of doctoral students.

2. The procedure for joint supervision must meet the following requirements:

a) Each case of joint supervision must be regulated by a special agreement between the two or more participating universities, one of which must be the URV while the others are from abroad. The agreement must specify the requirements for admission, registration, and deposit and defence of the doctoral thesis, as well as placements and research activities at the foreign university (or universities, if there are more than one) and at the URV. The date or academic year of first registration at the URV and, if possible, at the other university (or other universities) must also be indicated. To join the doctoral programme, candidates must meet the admission and registration requirements of both the URV and the other university (or universities).

b) Co-supervised doctoral students must write their doctoral thesis under the supervision of a thesis supervisor from the URV and 1 or 2 doctors from the other participating universities.

c) During the period of study required to obtain the doctoral degree, doctoral students are required to spend at least six months (consecutively or intermittently) at the institution with which the joint supervision agreement has been reached, and six months at the URV. Internships and study activities completed prior to the date on which the agreement is signed will also be accepted as part of the student's activities, provided they are accepted by the academic committee and thus included in the joint supervision agreement.

d) The regime for the publication, exploitation and protection of the results of the research must be provided for in the agreement.

e) The thesis must be defended only once at one of the two universities. This provision must be included in a clause in the agreement signed by representatives of both institutions.

f) The thesis defence panel must be appointed by mutual agreement between the two universities, as established in the agreement. If the thesis defence takes place at the URV, the composition of the examining board must comply with the provisions of Article 32.5 of these regulations.

The thesis may be written and, where appropriate, defended in any of the languages of the institutions participating in the joint supervision or in the languages customarily used for scientific communication in the discipline of the doctoral thesis. However, the parties may agree that if the thesis is written in a language other than English, it must include a summary version in English or articles from the thesis published in English.

3. The Doctoral School Steering Committee will monitor co-supervised doctoral theses.



CHAPTER 3. Cross-curricular training, supervision and monitoring of doctoral students

Article 24. Commitment agreement

1. The heads of the Doctoral School (on behalf of the rector), the doctoral candidate, the thesis supervisor(s) and, if applicable, the tutor must sign a commitment agreement specifying the responsibilities of the doctoral candidate, the procedure for conflict resolution and any matters related to intellectual and industrial property rights that may arise during the course of the doctoral programme.
2. A new commitment agreement must be signed in the event that the thesis supervisor, tutor or line of research changes.
3. The signed commitment agreement must always be submitted to the Doctoral School before registration for the following academic year in keeping with the establish procedure.

Article 25. Supervision and annual monitoring of doctoral students

1. The work done during the process of writing their doctoral thesis is assessed every academic year using the URV's online platform for assessing and monitoring doctoral students.
2. The academic calendar establishes the period when each group (students, supervisors, tutors and academic committee) must enter the information into the platform.
3. Doctoral students must enter the research plan and personal training plan (PLAINV) and the doctoral activities document (DAD) on the aforementioned online platform.
4. The thesis supervisors and tutors must review the information entered by the students assigned to them and present a follow-up report assessing the progress of the thesis and the work carried out by each student.
5. The academic committee assesses the information that the doctoral students have uploaded to the platform and the report issued by the supervisor and tutor. Based on this information, the academic committee issues a qualification for each of the students on the doctoral programme.
6. The Doctoral School Steering Committee approves the qualification report with the results of the evaluations issued by the different academic committees.

Article 26. Research plan and personal training plan (PLAINV)

1. During the first year, the doctoral candidate must prepare and present a document that includes a research plan and a personal training plan.
2. This document must be evaluated by the thesis supervisor(s) and by the tutor.
3. The research plan must include at least the title, the aims, the methodology, the tools to be used, the planning of the thesis, the identifiers of the researchers, and, for new students from the 2022-23 academic year onwards, their self-assessment of the ethical aspects of the doctoral thesis.



4. The personal learning plan of the doctoral students must contain a proposal of the learning activities they will take part in during the doctoral programme (attending and/or giving talks at courses, lectures, symposia, seminars, publications, industrial protection and/or intellectual property rights, mobility, participating in projects, teaching collaboration, internships, awards, subsidies, prizes, etc.).
5. The PLAINV can be improved and updated throughout the doctoral candidate's time on the programme.
6. The academic committee of each doctoral programme establishes the specific requirements to be stipulated in this document.
7. Students who started the doctoral programme up to and including the 2022-2023 academic year must continually update their research plan, but it does not need to include their personal learning plan.

Article 27. Doctoral activities document (DAD)

1. Doctoral students must record in their DAD all the training activities they have undertaken during their time on the programme, in accordance with their personal training plan.
2. Doctoral students must provide documentary proof, if applicable, of the activities they record.
3. The annual report for each doctoral programme establishes the training activities to be undertaken by students registered on the programme.
4. The doctoral students registered at the URV have access to a cross-curricular and interdisciplinary study programme.
5. Registration also grants them access to the full range of bachelor's and master's degree courses. Doctoral students can participate in subjects as listeners only and are not entitled to participate in practical activities or assessments (unless the person in charge of the subject approves). Participation as a listener will have no effect on the instructor's academic organisation plan.
6. After defending his or her doctoral thesis, the student will continue to have access to cross-curricular training opportunities until the end of the academic year.

Article 28. Annual assessment grade

1. The academic committee may award the following grades:
 - a) Pass (A)
 - b) Fail (NA)
 - c) Absent (NP)
 - d) Absent due to a temporary leave (NB)
2. Students must be awarded a positive evaluation (A) in order to continue on the doctoral programme and complete the registration process for the following year.



3. In the event of a negative assessment (NA or NP) or absence due to temporary leave (NB), a second exam session will be held at which the doctoral candidates must present their PLAINV and DAD and will be assessed again within the deadline established in the timetable.
4. If the result of the second assessment is still negative (NA) or the student is still absent (NP), the academic committee will issue a report after meeting with the student, who will be permanently withdrawn from the programme.
5. In the event that the doctoral candidate is in their second year or subsequent and does not attend the second assessment session because they have been authorised to take a temporary leave of absence that coincides with the second assessment session, they will be awarded the grade of absent due to temporary leave (NB). When the student resumes their studies, the grade of pass that they were awarded the previous academic year will be taken as reference.
6. If the doctoral candidate is a new student, even if they have temporary leave of absence, they can sit and pass the examination or request the cancellation of their registration. If they choose to sit the examination, they must present their PLAINV for assessment. When assessing the PLAINV, the academic committee may take into account the circumstances that led to the candidate's temporary leave of absence. If the student decides to cancel their registration, if they decide to resume their studies they will have to follow the standard procedure for accessing a doctoral programme.

CHAPTER 4. Doctoral thesis

Article 29. Content of the doctoral thesis

1. The doctoral thesis must be an original work of research drafted by the doctoral student in any discipline, which must enable the student to work independently in RDI.
2. The doctoral thesis may be written and, if applicable, defended in the languages customary for scientific communication in the discipline. The thesis must include an abstract in Catalan.
3. The thesis must be endorsed by the thesis supervisor and the tutor.
4. All theses defended as part of a URV doctoral programme must follow the URV Doctoral Thesis Style Book, which stipulates the format requirements that the student must follow (as agreed by the Doctoral School Steering Committee). Thus, the thesis must be presented with a cover sheet clearly displaying the following elements: the name and logo of Rovira i Virgili University, the inscription 'doctoral thesis' in the appropriate language, the title of the thesis, the first and last name of the doctoral candidate and the year of completion. The thesis must contain, obligatorily, an original and signed certificate stating that the doctoral student has conducted the research work under the corresponding supervisor(s) and/or tutor. Whenever possible, the doctoral candidate must use the front and back cover templates approved by the Doctoral School Steering Committee. In the case of co-supervised theses, unless expressly regulated by the co-supervision agreement, the thesis format must be in accordance with the requirements established by the university where the thesis is defended and must state the affiliation with the URV and contain the URV logo.
5. Doctoral candidates may also present the doctoral thesis as a compendium of publications, in the case of those doctoral theses that meet the criteria established by the academic committee of the

doctoral programme. In any case, laws and regulations on intellectual and industrial property must be adhered to.

Article 30. Expert reports

1. Every thesis must have a minimum of two reports issued by experts in the subject, external to the university, who may propose aspects for improvement. The experts will be asked to write their reports on the final version of the thesis, which must have the approval of the supervisor and tutor, in accordance with the procedure established by the ED.
2. The experts must be external to the URV. Research staff from other universities or institutions who are supervising theses at the URV are not considered external to the URV.
3. These experts may form part of the examination panel that assesses the thesis.
4. The academic committee agrees on and appoints the experts who are to draw up these reports. The experts must accept their appointment and then submit their reports within a maximum period of one month.
5. If necessary, the academic committee will give the doctoral candidate a period of time to respond to the expert reports and make any relevant modifications to their doctoral thesis before they deposit it.
6. The expert reports will be valid for six months. The academic committee may decide to extend the validity of the reports for up to three more months, stating their reasons for doing so.
7. These reports may also allow the doctoral candidate to apply for the international distinction to be added to the certificate of their doctoral degree, provided that the relevant requirements have been met.

Article 31. Application for deposit of doctoral theses

1. When doctoral students complete their theses, they must submit an application to deposit their theses in digital format via the intranet and attach the required documentation in accordance with the procedure established by the Doctoral School.
2. Doctoral students whose theses contain confidential information must submit their applications in accordance with the procedure established by the Doctoral School.
3. The Doctoral School will receive the doctoral students' applications and documentation and confirm receipt to their thesis supervisors, their tutors (if applicable), their doctoral programme coordinators and the relevant departmental secretary's office. The Doctoral School will provide the academic committee of the doctoral programme with access so it can approve the applications and documentation. In the event that documentation is missing or incorrect, the Doctoral School will ask the doctoral candidate to amend it within the established time limit.



Article 32. Doctoral thesis examination panel

1. The examination panel of the doctoral thesis will consist of three members and three substitutes. All of these individuals must have hold a doctoral degree and have proven research experience.
2. Members of the panel are proposed by the doctoral programme's academic committee and appointed by the Doctoral School Steering Committee.
3. A majority of the members of the examination panel must be external to the programme, the URV and the programme's collaborating institutions. If a substitute member is required to intervene, the same proportion will be maintained. The principle of balanced composition between men and women must be guaranteed, as indicated in the [first additional provision](#) of Organic Law 3/2007, of 22 March, for the Effective Equality of Women and Men.
4. The thesis supervisor or supervisors and the tutor, if applicable, may not be on the examination panel, except for theses presented in the framework of joint supervision agreements with foreign universities.
5. In the case of jointly supervised doctoral theses, the composition of the examination panel will be determined by the terms of the joint supervision agreement. If the defence takes place or is organised at the URV, the examination panel must comply with the URV's requirements.
6. In the event of the withdrawal of a full member of the examination panel, the chairperson will replace that member with the corresponding substitute. However, if for any justified reason it is not possible to constitute the examination panel, the president of the academic committee must immediately inform the management of the School of Education and propose a solution. The directors of the Doctoral School will, in turn, inform the Doctoral School Steering Committee, which must ratify the solution.
7. The thesis defence cannot begin until all of the members of the examination panel and the doctoral candidate are present. With the approval of the academic committee, theses may be defended and graded remotely (by synchronous videoconference) and in the presence of some or all of the members of the examination panel and/or student, in accordance with the procedure established by the Doctoral School. In this case, all necessary measures must be taken to ensure that the session is conducted in public and that academic quality is assured, without prejudice to the provisions of Article 34.5 on doctoral theses with confidential content.

Article 33. Doctoral degree distinctions and theses under joint international supervision

1. When the doctoral candidate submits their application to deposit their thesis, they may also present the documentation accrediting that they have fulfilled the requirements for the doctoral degree certificate to include one or more distinctions and confirmation that the thesis was conducted under joint international supervision, if applicable.
2. The distinction "International Doctorate" may appear on the front of the doctoral degree certificate, provided that the circumstances set out in [article 15.1](#) of Royal Decree 99/2011 are met.
3. The distinction "Industrial Doctorate" may appear on the front of the doctoral degree certificate, provided that the circumstances set out in [article 15 bis](#) of Royal Decree 99/2011 are met.



4. The statement 'Thesis conducted under joint international supervision' may appear on the front of the doctoral degree certificate, provided that the circumstances set out in [article 15.2](#) of Royal Decree 99/2011 are met.

5. In the case of students registered at the URV who have started their doctorate from the academic year 2023-24 (inclusive), the co-supervised theses may also include the distinction "International Doctorate" on the doctoral degree certificate if they carry out stays at institutions other than those specific to the formalised agreement, provided that the circumstances established in [article 15.1](#) of Royal Decree 99/2011 are met.

Article 34. Authorisation of the deposit of the doctoral thesis

1. The doctoral thesis supervisor(s) and tutor must issue the report authorising the thesis and propose the members who will constitute the examination panel in accordance with the procedure established by the ED.

2. The academic committee of the doctoral programme will review the documentation provided with the thesis application and the authorisation of the thesis supervisor(s) and tutor and will authorise or not the deposit of the doctoral thesis.

3. If the committee does approve the deposit, it will inform the doctoral student, the thesis supervisor and the tutor, if applicable. Likewise, it will send the acceptance agreement and the documentation to the ED, in accordance with the procedure established by the ED.

4. If the academic committee of the doctoral programme does not authorise the deposit, it must inform the doctoral student, the thesis supervisor(s) and the tutor, if applicable, of the grounds for its decision in writing.

5. For doctoral theses with confidential content, the thesis supervisors, members of the academic committee and members of the examination panel, as well as any external reviewers, must sign a confidentiality agreement in accordance with the procedure established by the Doctoral School.

Article 35. Public display of the doctoral thesis

1. Once it has received the authorisation of the thesis report issued by the academic committee of the doctoral programme, the Doctoral School announces the public display of the doctoral thesis on its website.

2. After this announcement, the doctoral thesis will remain on public display for a minimum of ten calendar days. During this time, any doctoral degree holder may examine it and submit any observations they may have to the director of the Doctoral School prior to approval of the thesis defence by the Doctoral School Steering Committee, in accordance with the procedure established by the Doctoral School.

Article 36. Approval of the doctoral thesis defence

1. The Doctoral School requires the doctoral candidate to pay the thesis defence fees and sign the TDX contract.



2. The members of the Doctoral School Steering Committee will review the information in the theses authorised for deposit and record any observations they may have, in particular with regard to quality and scientific contributions.
3. The Doctoral School Steering Committee will convene to approve or reject the defence of the doctoral theses and the composition of the thesis panels.
4. The Doctoral School will inform the proposed members of the panel that they have been appointed and will then inform the doctoral candidate, the director, the tutor, the coordinator of the doctoral programme and the secretary of the department that this appointment has taken place.
5. If the Doctoral School Steering Committee does not authorise the thesis defence, it must notify the doctoral student, the thesis supervisor(s), the tutor (if applicable), and the academic committee of the doctoral committee, stating the grounds for its decision in writing.

Article 37. Convening the thesis defence

1. The thesis must be defended in a session open to the public within the academic year (except for the month of August, non-working days and other days when the University is closed in accordance with the calendar approved by the Governing Council). The thesis defence must be held in facilities that guarantee the technical and academic quality of the event. If the thesis defence is held face to face, it can take place at the URV, at affiliated research centres or at affiliated and collaborating university hospitals. Likewise, if all parties agree, it can be held on the premises of the companies involved in industrial doctorates.
2. Once the Doctoral School Steering Committee approves the composition of the examination panel, the secretary's office of the department responsible for the administration of the doctoral programme will contact the members of the examination panel to make any travel arrangements necessary and to request any required documentation.
3. The thesis supervisor(s), the doctoral student and the members of the examination panel will set the date for the thesis defence. The thesis supervisor will inform the departmental secretary's office of the date of the thesis defence, and the secretary's office will inform the Doctoral School by means of the established procedure at least seven calendar days prior to the defence.
4. The thesis defence must take place a minimum of 7 and a maximum of 60 calendar days after the date on which Doctoral School Steering Committee approves the defence. The month of August and other days on which the University is closed due to reduced activity in accordance with the calendar approved by the Governing Council will not be counted when determining the deadline. Prior to the end of the aforementioned period and in exceptional circumstances, an extension of 15 additional working days may be requested, in accordance with the procedure established by the Doctoral School. If the defence has not taken place by the end of the entire period, the deposit process is deemed invalid and the procedure must be begun again.
5. The Doctoral School will confirm the date, time and place of the thesis defence with the members of the examination panel, the doctoral programme coordinator, the department responsible for administration and the doctoral student. It will also notify the following URV units: the Economic



Resources Service, the Research Support Office, the Human Resources Service, the Bureau for Communication and Marketing and the Publications Unit.

6. The University is responsible for publicising the defence event on the URV website.

7. The Doctoral School will generate the report and overall grade for the thesis and send it to the secretary of the department in charge of management, which will deliver it to the examination panel before the defence ceremony, together with the doctoral candidate's activities document, the reports by the external experts who have reviewed the thesis, the answers that the doctoral candidate has given, if applicable, and the documentation for proposing, if appropriate, the distinction of cum laude.

Article 38. Thesis defence proceedings

1. At the thesis defence, the doctoral student will present and defend their research, methods, content and conclusions to the examination panel and in particular will highlighting their original contributions to the field of study.

2. In exceptional circumstances, the academic committee of the doctoral programme may decide that appropriate measures should be taken to guarantee that the content of the thesis is not made public, while also ensuring that the public presentation of the thesis's contribution to knowledge is not compromised. These circumstances may include the participation of businesses in the programme, confidentiality agreements with companies or patents based on the thesis content. The Doctoral School Steering Committee must be informed in advance of this circumstance in accordance with the procedure established by the Doctoral School.

3. During the defence, the members of the examination panel may ask the candidate any questions they feel are relevant. The doctors present at the public event may ask questions at the time and in the manner indicated by the chair of the panel.

Article 39. Grading the doctoral thesis

1. After the thesis defence, the examination panel will issue a report and award an overall grade for the thesis using the following scale: fail, pass, good or excellent.

2. If the overall grade is excellent, the examination panel may propose that the thesis be awarded a cum laude distinction. In this case, all panel members must unanimously vote in favour of the distinction in a secret vote.

3. Votes for a cum laude award must be reviewed at a meeting other than that convened for the thesis defence before the distinction can be conferred, in accordance with the procedure established by the Doctoral School.

4. The doctoral candidate may lodge an appeal against the overall grade they have been awarded. The appeal must be addressed to the head of the Doctoral School and must be lodged within the five calendar days following the thesis defence. The head of the Doctoral School requests the relevant reports, makes a decision and notifies the doctoral student.



5. An appeal against the decision by the head of the Doctoral School can be lodged by the candidate with the rector within one month after the date of notification. If the candidate does not lodge an appeal within the established period, the director of the Doctoral School will implement the decision of the thesis examination panel.

Article 40. Conclusion of proceedings

1. After the thesis defence, the examination panel must send the report and the overall grade, duly signed, to the department in charge.

2. The secret votes for the cum laude distinction must also be sent.

3. Before the set deadline, the chairperson of the academic committee of the doctoral programme will review the secret votes, transfer the result and the overall grade to the doctoral degree report, and inform the members of the examination panel and the doctoral student of the result. The departmental secretary's office responsible for administration of the doctoral programme will file the secret votes and send a copy in PDF format to the Doctoral School.

4. The secretary's office responsible for administration of the doctoral programme will deliver the original thesis report and overall grade to the secretary and submit a copy in PDF format to the Doctoral School.

Article 41. Archiving and disseminating the doctoral thesis

1. When the doctoral thesis has been approved, the University make an open digital copy and send it to the corresponding ministry, with the required complementary information, in accordance with the procedure established by the Doctoral School.

2. The Doctoral School will store the doctoral thesis file in the TDX online doctoral thesis repository (TDX, < www.tdx.cat >), in accordance with established agreements on data protection or confidentiality.

3. With justification, doctoral students may request postponement of the dissemination of their doctoral theses for a maximum period of two years, in accordance with the procedure established by the Doctoral School.

4. Doctoral thesis files are added to the URV's institutional repository, a compilation of the University's scientific production that ensures its safekeeping as part of the URV's institutional heritage.

Article 42. Special doctoral prizes

1. Each academic year the URV announces and awards extraordinary doctoral prizes to recognise theses of particularly high academic merit.

2. Special doctoral prizes may be awarded to all URV doctoral graduates who have defended their theses in the 2023-24 academic year and who have:



- a) Been awarded the cum laude distinction for their theses.
 - b) Made, by the time they apply for the prize, a significant scientific contribution which is based on the content of the thesis and which explicitly states their affiliation with the URV (articles in journals, books or book chapters, patents, artistic works and any other contributions that are relevant to their area of study). Researchers attached to other research structures (institutes, observatories, etc.) must clearly identify their affiliation with the URV. When stating their affiliation to the URV, they must follow the guidelines for institutional signature and affiliation.
3. In order to submit proposals for special prizes, each academic committee must have an internally approved procedure that must include additional assessment criteria and required documentation from candidates who are eligible for a special prize in their doctoral programme.
 4. Each academic committee may communicate to the Doctoral School Steering Committee a proposal for an extraordinary award for every ten doctoral theses defended, or fraction thereof, in the doctoral programme.
 5. Each academic year the Doctoral School Steering Committee will recommend to the Governing Council those graduates who are worthy of receiving special prizes. However, the Doctoral School Steering Committee may modify any or some of the proposals if there are justified reasons for doing so.
 6. The Governing Council may award special doctoral prizes to candidates recommended by the Doctoral School Steering Committee.

SECTION III. FINANCIAL ASPECTS OF REGISTRATION

Article 43. General considerations

1. The decree on public fees stipulates that, before registering students or issuing degrees or certificates, universities must require the payment of all outstanding fees for registration in any course or year and at any university or school to which the decree applies, together with any interest due for late payment. The URV is therefore required to insist on the payment of any amounts owed by students before authorizing new registrations or issuing accreditation.

Payment of the registration fee is an essential requirement for the validity of registration and accrediting documents. If payment is in instalments, it will be considered that payment obligations have been met when all the instalments have been paid. This does not apply to cases in which registration is cancelled, which constitute an exception.

2. These regulations will apply in all matters that do not contradict the decree of the Catalan Government establishing fees for academic services at public universities and the Open University of Catalonia or any other applicable law.

3. Registration means that doctoral students must pay the full cost of academic supervision, administrative charges, insurance, possible surcharges, and any applicable voluntary service fees, as determined annually by the Catalan Government and through the agreements of the University Council of the URV. The amount to be paid by doctoral students is the sum of the following items, as established in the aforementioned decree:



- Academic supervision fee
- Cost of bridging courses, if applicable
- File management fee
- Learning support services fee
- Academic pathway study fee (new doctoral students with foreign entrance qualifications)
- Insurance
- Voluntary service fees, if applicable

4. Further information on processes governed by these regulations can be found on the URV's website in the Administrative Procedures section.

Article 44. Economic effects for doctoral students applying for trainee research staff contracts, grants and financial aid (official calls for applications)

1. Doctoral students who respond to an official call for applications for a trainee research staff contract, scholarship or grant that provides registration fee aid covering the cost of academic supervision must:

- Register as applicants for a trainee research staff contract, scholarship or grant.
- Pay fees, insurance costs and any applicable voluntary service fees within the period established in the registration receipt, in accordance with the conditions of the call for applications.
- Provide details of the type of registration applied by the University if the grant application is rejected (ordinary, large family, etc.), and add any supporting documentation. If this is not done, students will not receive any benefits to which they may be entitled if the grant application is rejected.

If the aid application is rejected, the URV will adjust the amount due for registration to include the fee for academic supervision. However, doctoral students whose applications are rejected and are thus unable to continue their studies may request the annulment of their registration.

Applicants who have not yet paid their fees, insurance costs and any applicable voluntary service fees will be temporarily suspended with the corresponding effects if they wish to register in other courses at the URV.

2. Doctoral students whose trainee research staff contract is renewed and who receive a favourable report from the academic committee may register for academic supervision in the second academic year and subsequent academic years with the corresponding registration grant, in accordance with the provisions of the call for applications.

Article 45. Conditionally registered doctoral students

1. Doctoral students who have registered conditionally must regularise their situation by 30 April of the current academic year at the latest; if they do not do so, their registration will be temporarily suspended.



2. If they have not regularised their documentation by 1 May of the current academic year, their registration will be cancelled and they will have no right to reimbursement of any fees paid and any outstanding amounts will remain payable.

Article 46. Application of other grants for academic supervision of doctoral students

1. The following procedure must be followed when a competitive call promoted by a URV unit establishes that the beneficiaries will receive a registration grant corresponding to the price of academic supervision:

- a) The URV unit must submit a summary of the grant timetable to the Academic Management Service, including the date of the final decision and a document indicating, among other details, the organisation from which funding will be provided.
- b) The Academic Management Service will send this documentation to the Economic Resources Service and inform them of registration fee due.
- c) When the information about the organisation has been verified, the Economic Resources Service will earmark the amount to ensure it is paid.
- d) The Academic Management Service will then enter the grant or aid data into the system, so when the doctoral student completes registration, the amount due will only include fees, insurance costs and any applicable voluntary service fees.
- e) The Academic Management Service will inform the Economic Resources Service and the unit promoting the grant that registration has been finalised and specify the amount to be paid so that the transfer can be made.

2. It is important to note that the process takes about 15 days from the time the unit contacts the Academic Management Service until the doctoral student's grant information is entered into the system. The unit should therefore initiate the process as soon as possible.

3. If the process is still in progress at the end of the registration period, the doctoral student must register by means of the standard process, and the University will return any applicable amounts.

Article 47. Economic effects for doctoral students registered under co-supervision agreements (URV and a foreign university)

1. Doctoral students must register at the URV for the duration of their thesis preparation period. This means they must pay registration fees (academic supervision and administrative charges, insurance and any applicable voluntary service fees) each academic year, unless the student receives a grant to offset those costs. The corresponding amount, if the financial aid comes from the URV, must be the result of a competitive call for applications and must be assumed by the unit that awarded it.

2. All academic and economic effects at the other university are subject to the provisions of the agreement reached with that university.



3. If the student receives authorisation to reduce the minimum duration of his or her doctoral studies, only the finalised registration fee (Article 12.1) will be payable (Article 12.1).

Article 48. Registration types and exemptions

1. Regardless of whether or not the student's registration is conditional, the type of registration fee to be applied (ordinary, large family, etc.) must be specified at the time of registration in case the application is rejected, and all relevant supporting documentation must be attached and all documentation must be attached. This fee will be applied for the entire academic year.

The Catalan Government's decree on public university fees sets out exemptions that can be applied to the cost of registration.

Doctoral students in registration categories with fee exemptions must be mindful of the fact that the conditions that grant the right to exemptions must be met on the date they start their studies (1 October).

If, at the time of registration, the student's accrediting documentation is not valid or is in the process of being renewed, the student will not be entitled to the exemption. However, registration will be regularised, with the corresponding economic effects, as long as documentation accrediting the validity of the conditions for exemption on the official start date of academic activities is presented to the secretary's office before 20 December.

2. The types of registration and applicable exemptions are as follows:

a) Ordinary

Doctoral students pay the full official prices set out in the Catalan Government's decree for the provision of university academic services.

b) Large family (general) or large family (special)

Doctoral students will be exempt from paying 50% or 100%, respectively, of the public fees for academic services, including administrative fees, in accordance with the abovementioned decree.

This type of registration applies to Spanish and Andorran doctoral students:

- Spanish doctoral students with a general class large family must bring the original and a photocopy of their large family certificate when registering. The certificate must be valid at the start of academic activities. Spanish doctoral students with a special class large family must bring the original and a photocopy of their large family certificate, which must be valid at the start of academic activity.
- Doctoral students from Andorra must submit the social report issued by the Andorran Government Ministry responsible for social matters.

Foreign doctoral students from other countries who wish to apply for this type of registration must also provide a large-family certificate issued by the relevant department of the Catalan Government. If this document is being processed, they must register with an ordinary registration type and, if applicable, the registration will be regularised at a later date.



c) Victims of terrorist acts

Individuals who have been victims of terrorist acts, as well as their spouses and children, are eligible for exemption from the established fees.

This can be accredited by presenting the corresponding administrative resolution.

In the case of spouses and children, the applicant's family record book must also be attached.

d) People with disabilities

Doctoral students with a minimum degree of disability of 33% are eligible for exemption from the established fees.

In order to be eligible for this exemption, proof of the disability and its degree must be provided by means of a certificate issued or validated by the Directorate General for Personal Autonomy and Disability of the Catalan Government or the equivalent body in other autonomous communities. Disability and degree can also be accredited with a disability card issued by the competent department of the Catalan Government accompanied by the applicant's Spanish national identity card or Spanish foreigner identity card.

e) Victims of domestic gender violence

Individuals who have been victims of domestic violence, as well as their dependent children, are eligible for exemption from the established fees.

This can be accredited by presenting the following valid documentation:

- A copy of a document recording conviction for a crime of gender violence.
- Copy of a protection order or any other legal resolution that stipulates a precautionary measure in favour of the victim.
- Copy of the report from the Spanish Public Prosecutor's Office indicating that the applicant is a victim of domestic violence.
- Copy of the report or certificate that demonstrates that the applicant is being treated as a victim of male domestic violence.

To accredit the relationship of dependency of the children of victims of domestic gender violence, the following documentation must be submitted:

The family record book for children up to the age of 21.

Certificate of family cohabitation for children over 21 years of age.

f) Doctoral students who are victims of gender violence outside the context of an intimate relationship. Doctoral students who are victims of gender violence outside the context of an intimate relationship are eligible for an exemption from public prices. To demonstrate their eligibility they must present the corresponding accreditation issued by AGAUR.

g) Beneficiaries of the minimum living income benefit: those people who are beneficiaries of the minimum living income are not required to pay public prices for the academic services provided by universities that lead to official qualifications.

Provided the necessary documentation has been submitted, exemption types b), c), d), e) and f) are also applicable when applying for:



- a) Academic certificates
- b) Academic transcript transfer.
- c) The issuance of academic qualifications.
- d) Management of academic transcripts.

Article 49. Forms of payment

1. In general, the forms of payment accepted for payment orders issued by the URV are:

- Direct debit
- Debit or credit card
- Payment in cash at a bank
- Loan through the Agency for Management of University and Research Grants (AGAUR).

2. The cost of registration (thesis supervision, administrative charges related to registration, insurance and any applicable voluntary services) should preferably be paid by direct debit or credit card.

The recommended method of payment from abroad is credit or debit card. Exceptionally, payment may be by bank transfer, in accordance with administrative procedures. It should be noted that this may involve bank charges, which must be borne by the student.

At the time of registration, doctoral students who wish to pay their fees by direct debit should provide the details of the bank from which the fees will be paid. They must also authorise the URV to charge the corresponding amounts to the account that they have indicated and declare that they are the accountholder or have the accountholder's express authorisation to use the account for this purpose) (the account must belong to a country in the SEPA zone). Doctoral students can also pay by card. In this case, they must provide their card details when confirming payment. If these methods of payment are not convenient, the student should contact the secretary's office of their doctoral programme, which will issue a payment order that can be paid at a bank.

Doctoral students can also choose to apply for a loan from the Agency for Management of University and Research Grants (AGAUR), which can finance 100% of registration fees, repaid in monthly instalments over the course of the academic year.

The minimum amount that can be financed through AGAUR is 500 euros.

Any other form of payment used by students is invalid and the registration fee will be considered unpaid, with all the consequences that this implies.

3. The secretary's office will issue payment orders so students can pay their fees (certificates, issue of diploma, etc.). The orders can be paid by card or in cash at collaborating banks before the due date on the order using the reference number.

The recommended method of payment from abroad is credit or debit card. In exceptional cases, payment may also be made by bank transfer by means of the applicable administrative procedure. Any bank charges that may be applied will be borne by the doctoral student.



Any other form of payment used by students is invalid and the charge will be considered unpaid, with all the consequences that this implies.

4. A new payment order will be issued for the purpose of settling unpaid registration fees, which must be paid by card or in cash at a collaborating bank.

Article 50. Types of payment: single payment or payment in instalments

Doctoral students may choose to pay in a single payment or in instalments at the time of registration, as long as they register before 1 December. Students can change the method of payment within five calendar days of the date of registration.

Requests for changes in the method of payment submitted after five calendar days have passed and prior to 30 November can be submitted to the relevant secretary's office.

An registration modification charge is payable if students change from single payment to payment in instalments, as established in the decree on fees. There is no charge if they change from payment in instalments to single payment.

1. Single payment

Doctoral students pay the full amount of the registration fee in one single payment. In the case of direct debit, the amount will be charged to the doctoral student's account after six calendar days following the completion of registration.

2. Payment in instalments

Doctoral students may opt to pay in instalments if the total amount of the registration fee exceeds 300 euros.

The registration fee can be paid in two instalments.

- First instalment: administrative charges, insurance, any applicable voluntary services and 505 of the tuition fee.
- Second instalment: 50% of the tuition fee.

If payment is by direct debit, the first instalment is charged to the account specified by the student from the sixth calendar day after registration, the second, on 20 December.

Article 51. Non-payment, temporary suspension and surcharges

1. Doctoral students meeting the conditions indicated below will have their registration temporarily suspended without the need for prior notification by the URV.

- Conditionally registered students who have not yet submitted documentation meeting requirements.
- Students who have not paid the registration fee(s) by the deadline.

2. Doctoral students who have not paid their registration fees by the deadline will be issued a new payment order that they must pay to normalise their situation.

This new payment order will include the following surcharge:

- Up to three months after completing registration, the surcharge will be 0%.



- An additional 0.5% will be charged for each month thereafter, with a maximum of 1.5%.

3. Non-payment of registration fees will have the following effects:

a) Up to 15 September:

The URV will not issue any certificates, academic transcripts or degree certificates.

Students will have access to the URV's digital services.

They will be included in the evaluation processes and can be graded.

The grades awarded will not be officially valid.

b) After the start of the registration period for the following academic year:

Students will not be able to register in any URV courses or programmes until they rectify their situation.

4. Once students have regularised their situation, the academic validity of the grades received in assessments will be restored.

Doctoral students who miss any exam sessions while they are temporarily suspended will not have the right to repeat these exam sessions at a later date.

Article 52. Administrative fees

1. A learning support charge is applied when students register, in accordance with the decree on public fees.

2. A charge is payable for processing students' academic record when they register, in accordance with the decree on fees.

3. A charge is applied for modifications and/or additions to registration, except in the following cases:

- Changes from one type of registration to another
- Registration adjustments (up to five calendar days after registering)

4. The Decree of the Catalan Government, which sets the prices for academic services, determines the cost of issuing academic certificates, transferring transcripts and studying academic records.

Article 53. Cancellation of registration

1. Doctoral students who are unable to continue their studies may request annulment of their registration.

2. Annulment of registration will result in the termination of academic and administrative procedures for the student's finalised registration, and the loss of the right to examination, doctoral student status and the benefits associated with that status.

3. When registration is annulled, the student loses his or her place at the University. In order to resume the same study programme, new doctoral students must re-register via official pre-registration. Doctoral students who annul their second or subsequent year registration and wish to



continue their studies in the following academic year must apply to resume their studies in accordance with the procedure provided for this purpose.

For cancellation to be effective students must have paid any fees due to regularize their situation.

4. Grounds for annulment of registration may include:

a) Annulment for personal reasons

Doctoral students who request annulment of registration due to personal reasons must submit their requests to the corresponding secretary's office. The deadlines for submission and the effects are as follows:

- Up to five calendar days after registration

If the application is submitted within this period, the initial registration will be normalised and the doctoral student will have to pay administration charges and the academic pathway study fee, if applicable. When the fees are paid, registration will be cancelled.

- Prior to the start of the academic activities

If the application is submitted before the start of academic activities, by 30 September at the latest, the registration fee has been paid, and the application for annulment is approved, the thesis supervision fee, learning support services fee, insurance and any applicable voluntary services will be refunded and registration cancelled. Amounts received to cover administrative charges and the academic pathway study, if applicable, will not be refunded.

- From the start of academic activity until 15 February

For the annulment to take effect, doctoral students must be up to date with payment of 100% of registration fees and administrative charges, insurance and any applicable voluntary services.

b) Cancellation due to serious illness

A special request must be submitted for annulment due to a serious illness that prevents the student from performing his or her academic duties. An official medical certificate must be attached to the request stating the date of the onset of the illness and the expected period of convalescence.

Requests may be submitted from the day registration was completed until 30 April. If the annulment is approved, the thesis supervision fee will be refunded. Amounts received for administrative charges, insurance and any applicable voluntary services will not be returned.

In the case of doctoral students whose registration has been cancelled due to serious illness (except for those who are newly admitted), the campus/faculty secretariat will officially record in their transcript the cancellation due to illness for a period of one academic year, from 1 October to 30 September.

c) Annulment due to failure to obtain a visa



Non-resident students who have registered but have failed to obtain a visa to travel to the URV to study in person may request to have their registration annulled. To request annulment, they must submit the annulment form to the secretary's office where they registered and attach supporting documentation stating that the visa has been denied.

Applications may be submitted from the date of registration until 15 June of the current academic year.

If the annulment of registration is approved, amounts paid for administrative charges, insurance and any applicable voluntary services will not be refunded.

d) Annulment for not submitting required documents

This type of annulment will be applied in accordance with the article that regulates conditional registration.

e) Annulment due to the death of the doctoral candidate

In the event of death, any direct relative or legal representative of the doctoral student may submit a request for annulment of registration to the URV.

The university may act ex officio if it becomes aware of a doctoral candidate's death by any means.

If the annulment of registration is approved, the amount paid for registered thesis supervision will be refunded to the deceased student's legal beneficiary. If the doctoral student was registered as a grant applicant, registration will be cancelled without refund.

f) Cancellation due to denial of a trainee research staff contract, grant or subsidy.

This applies to doctoral students who are registered conditionally who present documentation verifying that they have applied for a scholarship or grant which they have been denied.

Doctoral students who request annulment of their registration will be unregistered when payment of the administrative fees, insurance and any applicable voluntary benefits has been verified.

Students who are not up to date with the payment of their registration fees, insurance and any applicable voluntary services will be temporarily suspended.

Article 54. Non-academic university services

1. School insurance – corresponding ministry

All doctoral students under the age of 28 must take out student insurance.

2. Additional compulsory accident policy – URV

a) URV doctoral students

All URV doctoral students must take out this policy at the time of registration (further information is provided on the website and in the registration documentation).



Doctoral students under the age of 28 who would like to withdraw from the policy must expressly request exclusion before 20 December and the corresponding amount will be refunded.

In the event of the death of foreign doctoral students, the policy does not include repatriation to their home country. Foreign doctoral students who have not taken out an insurance policy that includes repatriation before leaving their country can contact the URV's International Centre, which will inform them of policies that can be taken out through the contract held by the URV.

b) URV doctoral students (mobility abroad) URV doctoral students (mobility abroad)

Doctoral students who travel abroad must take out insurance to cover health care and disability, death, and preferably, repatriation. Before beginning a mobility period, the URV's International Centre can arrange insurance for doctoral students who can prove that they have a student-only affiliation. Doctoral students who also have a contractual relationship with the URV can obtain information about insurance abroad from the URV's Purchasing Office.

3. URV Solidària

When registering, doctoral students can express their desire to collaborate with URV Solidària by paying a supplement with their registration fee.

SECTION IV. ADMINISTRATIVE PROCEDURES

Article 55. General considerations

1. The administrative and managerial procedures covered by these regulations and their timetables are established by the Doctoral School and the Academic Management Service and are revised annually when necessary. These procedures and timetables are published on the URV website before the start of each academic year.

2. The specific procedures and application forms that students should use for each procedure are posted on the URV website <http://www.urv.cat> in the section "Administrative procedures".

3. The criteria for deciding on applications for the various procedures are set out in the individual procedures and published on the website in the relevant sections.

4. For the administrative procedures related to inter-university doctoral studies, the provisions of the corresponding agreement will be applied.

5. Doctoral students must be up to date with the payment of fees and not be in arrears in order for requests regarding their academic records to be processed.

6. Students who have initiated an administrative procedure at the URV and wish to stop or cancel the process must submit an explicit request to do so.

- a) If the administrative procedure has not yet been processed, the student can submit a letter stating his or her wish to withdraw the application so that the procedure is suspended and the file definitively closed.



- b) Acceptance of the withdrawal of an application does not necessarily denote a refund of fees paid.
- c) If the procedure has already been formally completed, the applicant may submit a written request to waive the right granted to him or her, regardless of whether the applicant has been notified of the decision.
- d) Approval of the waiver of a decision is subject to payment of the administrative fee for a change of registration and, what is more, any associated charges that may have been paid will not be reimbursed.

7. In general, students must apply for any administrative procedures they require for before the end of the doctoral programme, unless the procedure they require specifies otherwise.

8. The “Administrative Procedures” section of the URV website provides additional information on some of the procedures governed by these regulations.

Article 56. Submission of applications

1. Application forms are available on the website. Each procedure explains the different submission systems and in which cases the document will be kept on file.

2. Applications can be submitted in person:

- By the applicant.
- By a legal representative.
- By a duly authorized person.

3. The individual in question must also provide proof of their identity with one of the following documents: Spanish identity card, driving licence or university card.

4. In accordance with the law and for the purposes of meeting the deadline, other ways of submitting documentation to the URV are:

- Online, by telematic means.
- By ordinary post. If sending by registered post, the documentation must be submitted to the corresponding post office in accordance with the provisions of article 31 of Royal Decree 1829/1999, of 3 December, in an open envelope, so that the application sent to the University is dated and stamped before being certified. If the application is not dated and stamped by the post office, the date on which it enters the General Registry of the University will be considered as the valid date of submission.
- Through state or autonomous community administration registers. Local public administration registers are not considered valid.
- At Spanish diplomatic or consular offices abroad.



5. Applications must be submitted within the periods established in the calendar of administrative procedures approved annually.

Article 57. Calculation of deadlines and time periods

Deadlines indicated in days in these regulations will be understood to be calendar days unless expressly indicated otherwise.

If the last day of the deadline falls on a non-working day, the deadline will be transferred to the next working day.

Except for the deadlines expressly established by law, the month of August, holidays and other days of inactivity are not included when calculating the deadlines in the present regulations, in accordance with the working calendar approved by the Governing Council.

Article 58. Resolution

1. Applications will be decided on within a maximum of three months.

2. Notification of decisions will preferably be delivered by electronic means for certain procedures.

Alternatively, decisions can be communicated as follows:

- By delivery via registered post with acknowledgement of receipt by the person concerned at the address given on the application form.
- By in-person pick-up by the person concerned, who must sign to acknowledge receipt.
- By contracted courier service, managed and paid for by the person concerned, on presentation of the corresponding authorisation of the person concerned.
- Correspondence by email between the URV's administration and doctoral students will take place via the institutional email address assigned to the doctoral student.

3. Communications to doctoral students who have graduated may be sent to their personal email address, if they have previously consented to its use.

Article 59. Issue of official certificates and accreditations

1. In accordance with the provisions of the price decree, a fee will be charged for the issuance of official certificates regarding academic data, financial data, or doctoral students' studies, except for supplementary degree certificates, which are free of charge. When the applicant submits an application, the URV issues a payment order which is to be settled in cash at a bank. At the request of the person concerned, the payment order can be delivered in PDF format. Payment orders in PDF format can also be paid by card.



2. Documents accrediting academic transcripts intended for specific purposes (transfer of transcript, collaboration grants, etc.) and/or the students' registration fee are issued free of charge.

3. The document must be issued once payment of the charge is confirmed and the person collecting it has been duly identified by means of one of the following identity documents: Identity card, passport, driving licence or university card.

Documents can be collected by:

- The person concerned.
- A legal representative of the person concerned.
- A duly authorised individual.
- A contracted courier service, handled and paid for by the person concerned and with their authorisation.

FIRST ADDITIONAL PROVISION. FIRST CYCLE QUALIFICATIONS FROM DISCONTINUED STUDY PROGRAMMES

1. For first-cycle graduates, and solely for the purposes of calculating the 300 credits required for admission to a doctoral studies programme, the following will be considered:

a) URV curricula that have not been renewed (prior to the academic year 1992-93)

- Business Sciences: 210 credits
- Engineering in Computer Management: 210 credits
- Engineering in Systems Computing: 210 credits
- Industrial Engineering: Electricity: 235.5 credits
- Industrial Engineering: Industrial Electronics: 235.5 credits
- Nursing: 231 credits
- Teaching: Special Education: 210 credits
- Teaching: Physical Education: 210 credits
- Teaching: Early Childhood Education: 210 credits
- Teaching: Music Education: 210 credits
- Teaching: Primary Education: 210 credits
- Labour Relations: 210 credits

b) Renewed URV curricula regulated by Royal Decree 1497/1987 (prior to the EHEA): for registration, the number of credits earned by the candidate will be calculated as 1 LRU credit = 1 ECTS credit.

c) For graduates from other universities, the number of credits certified in the curriculum submitted by the applicant will be applied.

d) Official Spanish licentiates (llicenciatures) and engineering or architecture degrees granted under the system in force prior to the implementation of the European Higher Education Area will be considered to be worth at least 300 ECTS credits of the total number of official university credits, for the sole and exclusive purpose of registration.



FIRST TEMPORARY PROVISION. STUDENTS WHO RESUME STUDIES DURING THE ACADEMIC YEAR 2024-25

1. Doctoral students may apply to resume studies in the same doctoral programme by means of the established procedure in the following situations:

- a) If the student has not registered for one academic year only and wishes to continue in the doctoral programme in the academic year immediately following.
- b) If the student has submitted an application for voluntary withdrawal for personal reasons with a duration of one year prior to the end of the registration period, they are not required to complete registration for the academic year that they have withdrawn from. Once the period of leave has ended, the student may apply to resume studies and register in the same doctoral programme in the immediately following academic year.
- c) If the student has submitted an application for voluntary leave for personal reasons for a period of one year and has requested an extension for an additional year, he or she may apply to resume his or her studies and register in the same doctoral programme in the following academic year at the end of the extension.
- d) If their registration for the second or successive years has been cancelled and they wish to continue their doctoral studies in the immediately following academic year.
- e) If the student has been graded as 'absent' due to temporary leave during the second assessment of the second or successive years and they wish to continue their doctoral studies in the immediately following year.

2. In all other cases, students who wish to continue their doctoral studies must apply for admission and registration to another doctoral programme, in accordance with the procedure established for this purpose.

3. The stipulations of article 28 of these regulations must also be taken into account.

DEROGATORY PROVISION

These regulations supersede the academic and registration regulations for doctoral studies previously in force.

FINAL PROVISION

Once approved by the Governing Council, the present regulations come into force from the academic year 2024-25.

**CALENDAR FOR DOCTORAL PROGRAMME PROCEDURES - NEW STUDENTS
2024-25 ACADEMIC YEAR**

1ST PHASE OF PRE-REGISTRATION				
PROCESS	PERIOD	OBSERVATIONS		
PRE-REGISTRATION	From 12/07/2024 to 04/11/2024	The deadline for presenting the minimum required documentation for entry is 10 calendar days from the date of pre-enrolment or until 04/11/2024. The university will be closed during the month of August for academic purposes and no new pre-registrations will be processed. Candidates pre-registered in July will have access to the document manager to upload documentation, which will be reviewed starting in September.		
ADMISSION	From 12/07/2024 to 04/12/2024	The admissions coordinator will periodically admit candidates according to the number of pre-registered candidates who present the minimum documentation. Admittance means that a place will be reserved for the admitted candidate in the same academic year in which pre-registration is formally concluded. The university will be closed during the month of August for academic purposes and no new pre-registrations will be processed.		
REGISTRATION	From 01/10/2024 to 19/12/2024	Candidates admitted in this phase who have not registered in this period may do so after the deadline by paying the corresponding fee. The deadline for pre-registered candidates to register in this phase is 10/04/2025.		
ANNUAL ASSESSMENT	All those students who have not passed or who are absent from the first examination session must attend the second. Students must sit and pass the annual assessment to continue in their programmes.	PHASES	APRIL 2025 (First session)	JUNE 2025 (Second session)
		Presentation and of DAD and PLAINV (doctoral student)	From 13 January to 30 April	From 16 June to 8 July
		Submission of assessment report (thesis supervisor/tutor)	From 2 to 16 May	From 9 to 18 July
		Recording of grade (academic committee)	From 19 May to 3 June	From 21 to 30 July
		Approval of the official record of grades (Doctoral School Steering Committee)	Extraordinary session of 6 June	Extraordinary session of 5 September



2ND PHASE OF PRE-REGISTRATION				
PROCESS	PERIOD	OBSERVATIONS		
PRE-REGISTRATION	From 10/01/2025 to 10/03/2025	The deadline for presenting the minimum required documentation for entry is 10 calendar days from the date of pre-enrolment or until 10/03/2025.		
ADMISSION	From 10/01/2025 to 03/04/2025	The admissions coordinator will periodically admit candidates according to the number of pre-registered candidates who present the minimum documentation. Admittance means that a place will be reserved for the admitted candidate in the same academic year in which pre-registration is formally concluded.		
REGISTRATION	From 13/01/2025 to 10/04/2025	Candidates admitted in this phase who have not registered in this period may do so after the deadline by paying the corresponding fee. The deadline for pre-registered candidates to register in this phase is 13/06/2025. If the late registration is concluded after 30/04/2025, the student may only participate in the second examination session (June).		
ANNUAL ASSESSMENT	All those students who have not passed or who are absent from the first examination session must attend the second. Students must take and pass the annual assessment to continue in their programmes.	PHASES	APRIL 2025 (First session)	JUNE 2025 (Second session)
		Presentation and of DAD and PLAINV (doctoral student)	From 13 January to 30 April	From 16 June to 8 July
		Submission of assessment report (thesis supervisor/tutor)	From 2 to 16 May	From 9 to 18 July
		Recording of grade (academic committee)	From 19 May to 3 June	From 21 to 30 July
		Approval of the official record of grades (Doctoral School Steering Committee)	Extraordinary session of 6 June	Extraordinary session of 5 September



3RD PHASE OF PRE-REGISTRATION

- At the request of the programme coordinator, a third phase may be opened, if there are candidates who can provide all the documentation with the requirements demanded within the registration period.
- The deadline for pre-registered candidates to register in this third phase of the 2024-25 academic year is 13 June 2025.

ANNUAL ASSESSMENT	All those students who have not passed or who are absent from the first examination session must attend the second. Students must take and pass the annual assessment to continue in their programmes.	PHASES	JUNE 2025 (First session)	SEPTEMBER 2025 (Second session)
		Presentation and of DAD and PLAINV (doctoral student)	From 16 June to 8 July	From 15 to 19 September
Submission of assessment report (thesis supervisor/tutor)	From 9 to 18 July	From 22 to 25 September		
Recording of grade (academic committee)	From 21 to 30 July	From 26 to 30 September		
Approval of the official record of grades (Doctoral School Steering Committee)	Extraordinary session of 5 September	Extraordinary session of 3 October		

**CALENDAR FOR DOCTORAL PROGRAMME PROCEDURES - POST FIRST-YEAR STUDENTS
2024-25 ACADEMIC YEAR**

PROCESS	PERIOD	OBSERVATIONS		
REGISTRATION	From 16/09/2024 to 30/09/2024	<ul style="list-style-type: none"> • Doctoral students registered for the first time in the academic year 2023-24 who have been positively evaluated in April or June and who will not deposit their thesis before 5 September 2024. Any additional deadlines and requirements for deposit set by the doctoral programme's academic committee must always be complied with. • Post first-year doctoral students who have been positively evaluated in April or June and who will not deposit their thesis before 5 September 2024. Any additional deadlines and requirements for deposit set by the doctoral programme's academic committee must always be complied with. 		
	From 14/10/2024 to 25/10/2024	<ul style="list-style-type: none"> • Doctoral students registered for the first time in the academic year 2023-24 who have pre-registered in the 3rd phase, who have been positively evaluated in the 2nd examination session (September) who will not deposit their thesis before 5 September 2024. Any additional deadlines and requirements for deposit set by the doctoral programme's academic committee must always be complied with. 		
	Post first-year doctoral students who have not registered in the corresponding period may do so after the deadline by paying the corresponding fee. The deadline for registration is 10/04/2025.			
ANNUAL ASSESSMENT	All those students who have not passed or who are absent from the first examination session must attend the second. Students must take and pass the annual assessment to continue in their programmes.	PHASES	APRIL 2025 (First session)	JUNE 2025 (Second session)
		Presentation and of DAD and PLAINV (doctoral student)	From 13 January to 30 April	From 16 June to 8 July
		Submission of assessment report (thesis supervisor/tutor)	From 2 to 16 May	From 9 to 18 July
		Recording of grade (academic committee)	From 19 May to 3 June	From 21 to 30 July
		Approval of the official record of grades (Doctoral School Steering Committee)	Extraordinary session of 6 June	Extraordinary session of 5 September