

**REGULATIONS FOR ACCREDITED DOCTORATE TUITION  
AT UNIVERSIDAD EUROPEA DE MADRID.  
OFFICIAL DECREES 1393/2007 AND 99/2011**

**STATEMENT OF RATIONALE**

As an autonomous body, Universidad Europea de Madrid issues this Regulation on Accredited Doctorate Tuition to regulate the tuition that leads to the achievement of accredited PhD degrees pursuant to Official Decree 1393/2007, of October 29th and Official Decree 99/2011, of January 28th.

**Article 1. ADMISSION TO DOCTORAL STUDIES**

1. Students eligible for admission to PhD Programs are those that:
  - a) Are in possession of an accredited Spanish degree or a degree from another member country of the European Higher Education Area, that qualifies them for admission to a Master's Degree pursuant to the provisions of Section 16 of Official Decree 1393/2007, of October 29th and have passed a minimum of 300 ECTS Credits corresponding to all accredited university studies undertaken, of which at least 60 must have been at Master's Degree level.
  - b) Are in possession of an accredited Spanish Master's Degree whose duration, in accordance with the standards of community law, is at least 300 ECTS Credits. Such degree holders are required to take the complementary studies in research training that form part of the program unless the corresponding Bachelor's Degree curriculum includes ECTS Credits relating to research training, equivalent in academic value to the ECTS Credits for research arising from Master's Degree studies.
  - c) Are holders of university degrees that, prior to achieving their place to receive training through the corresponding admissions tests for a place to receive specialized health care training, have passed a positive assessment of at least two years of training under a program to achieve an accredited Master's Degree in one of the Health Science specialties.
  - d) Are in possession of a Master's Degree achieved in accordance with foreign educational systems, without the need for their recognition, subject to verification by the University that the student possesses a level of training equivalent to that of the accredited Spanish Master's Degree that permits admission to PhD studies by the country issuing the degree. This admission does not mean, in any event, the recognition of the foreign degree held by the interested party, nor its recognition for any purpose other than that of taking Doctorate studies.
  - e) Bachelor's Degree holders, Architects and Engineers that possess a Higher Studies Diploma achieved in accordance with the provisions of Official Decree 778/1998, of April 30th or that have achieved the sufficient level of regulated research work as provided for under Official Decree 185/1985, of January 23rd, without prejudice to the required number of ECTS Credits for research corresponding to each program.
  - f) Are holders of another Spanish PhD qualification pursuant to previous university regulations, without prejudice to the required number of ECTS Credits for research corresponding to each program.
2. Generally applicable standards
  1. The University may establish the criteria for admission and selection provided they comply with the legal admission requirements. The research experience and adaptation of the research interests of the candidate to the research lines carried out at the University will be taken into account.

2. Once admitted to the research period of the PhD Program, students must undertake the ECTS Credits for research corresponding to the program, if these have not already been taken.
3. Throughout the duration of the research period, students must confirm their enrollment for each year or academic year as PhD students. This enrollment will give them the right to academic tuition, to the use of the resources required to develop their work and to all the rights of participation corresponding to student of accredited PhD programs.
4. The standards and instructions for admission and enrollment establish the procedure regarding the application and the documentation to be submitted. In any event the final validation for the admissions process and enrollment rests with the General Secretary of the University.

## **Article 2. DURATION OF DOCTORAL STUDIES**

1. PhD Programs regulated by Official Decree 1393/2007 are subject to the following temporary limitations:
  - a) A maximum period of five years for submitting and defending the dissertation starting from February 11, 2011.
  - b) If the PhD studies commenced prior to February 11, 2011, the defense of the dissertation will take place prior to February 11, 2016.
  - c) If the PhD studies commenced after February 11, 2011, the defense of the dissertation will take place prior to September 30, 2017.
  - d) The inability to enroll for these programs as from the 2014/2015 academic year.
  - e) The definitive termination of these programs with a deadline of September 30, 2017.
2. PhD Programs regulated by Official Decree 99/2011 are subject to the following temporary limitations:
  - a) For full-time studies, the duration of the PhD will be a maximum of three years and a minimum of one, starting from the date the doctoral candidate is admitted to the program up to the date the dissertation is deposited. If, once this three year period has elapsed, and the application for the deposit of the dissertation has not been submitted, the Academic Committee of the PhD Program may authorize an extension of one year that can exceptionally be extended for one further year.
  - b) Subject to the authorization of the Academic Committee responsible for the PhD Program, doctoral studies may be undertaken on a part-time basis. In this case, studies may have a maximum duration of five years from the date of admission to the program up to the deposit of the dissertation, maintaining a minimum duration of one year. In the event of an extension is requested, authorization may be given for two additional years that similarly, and on an exceptional basis, may be extended for one further year.
  - c) The doctoral candidate may request temporary withdrawal from the program for a maximum period of one year that could be extended for one further year. The Academic Committee of the PhD Program for which the student is enrolled must authorize this application.

## **Article 3. SUPERVISING AND MONITORING THE DOCTORAL CANDIDATE**

1. Generally applicable standards
  - a) To prepare the dissertation, a dissertation director will be assigned that will be a PhD holder with accredited research experience. The Dissertation may be co-directed by another or various PhD holders. In the event that the Dissertation director or directors belong to another university, the university will assign an advisor to the doctoral candidate.

- b) The School of Doctoral Studies and Research, subject to a request, may modify these appointments at any moment during the period in which the PhD is being carried out up until six months prior to the deposit of the dissertation, provided substantiated reasons are submitted.
2. For PhD Programs regulated by Official Decree 1393/2007
    - a) It is a prerequisite that the dissertation has been registered at the Office of the Registrar of the University, once approved by the competent body and once the dissertation director has been assigned. In any event, the defense of the dissertation will never take place without having complied with the abovementioned registration.
  3. For PhD Programs regulated by Official Decree 99/2011:
    - a) Before the end of the first year starting from admission to the program, the doctoral candidate will draw up a Research Schedule that, along with a favorable report from the dissertation director, will be submitted to the Academic Committee of the PhD Program for their assessment. If the Committee issues a favorable report, the doctoral candidate may proceed with registration of the dissertation at the Office of the Registrar of the University. In any event, the Research Schedule may be improved and detailed throughout the period the doctoral candidate undertakes the PhD program.
    - b) Every year the Academic Committee of the PhD Program will assess the Research Schedule and the Doctoral Activities Document (DAD), together with the reports issued for the purpose by the advisor and the director. The favorable assessment will be a prerequisite to continuing with the program. In the event of an unfavorable report, that must be duly substantiated, the doctoral candidate must undergo a new assessment within a maximum period of six months, for which purpose a new Research Schedule will be drawn up. In the event the outcome is again unfavorable, the doctoral candidate will be definitively withdrawn from the program.

#### **Article 4. PREPARATION OF THE DISSERTATION**

1. The Dissertation will comprise an original research project in any discipline prepared by the candidate and may be written in a language other than Spanish, however as a minimum, the summary, the introduction and the conclusions must be translated into Spanish.
2. The dissertation may be submitted as a compendium of publications provided these are governed by the standards published for such purpose by Universidad Europea de Madrid.
3. A style guide is available to doctoral candidates containing the valid format for all dissertations submitted at Universidad Europea de Madrid.

#### **Article 5. AUTHORIZATION OF THE DEFENSE OF THE DISSERTATION**

1. Before the defense of the dissertation takes place, the doctoral candidate will submit three copies of the work (not in their final binding) to the Office of the Registrar, along with the DAD in addition to a favorable report issued by the dissertation director and a document that accredits the originality of the work submitted, signed by the doctoral candidate themselves.
2. The report from the dissertation director shall contain one section that refers to the research work and another that refers to the DAD. This certifies the anticipated outcome of the dissertation and verifies that the candidate has complied with the minimum requirements established by the University for the defense of dissertations. To issue a favorable report, and in addition to the formal content review, the dissertation director will validate the dissertation using a digital anti-plagiarism software program to ratify the originality of the report submitted by the doctoral candidate.
3. The dissertation, along with the favorable report from the dissertation director, the document demonstrating originality and the verification issued by the PhD Program coordinator at the School of Doctoral Studies and Research, will then be sent to the secretary of the Academic Committee of the PhD Program.

4. The doctoral candidate will defend their dissertation before the members of the Academic Committee that together comprise the panel for the pre-defense of the dissertation.
5. The Academic Committee of the PhD program that constitutes the panel for the pre-defense of the dissertation, comprises as a minimum the director of the School of Doctoral Studies and Research that will act as the Committee Chair and may delegate their involvement to whoever they see fit; the PhD program coordinator that will act as secretary; and one Assistant Professor from the academic area of knowledge concerned and that subsequently will form part of the panel for the defense of the dissertation.
6. The doctoral candidate will attend the pre-defense panel accompanied by their dissertation director.
7. Provided all conditions are fulfilled, the Academic Committee will issue a report to approve the defense of the dissertation in which it is stated that the doctoral candidate has complied with the minimum established requirements. This report will be sent to the School of Doctoral Studies and Research at Universidad Europea de Madrid. In the event that the defense of the dissertation is not authorized, the Academic Committee must send written notification to the doctoral candidate, the dissertation director and to the School of Doctoral Studies and Research of the University, advising the reasons for its decision in a duly motivated and substantiated report. The doctoral candidate must modify or redo the work indicated by the Committee or comply with the minimum requirements that have not yet been fulfilled, undertaking the pre-defense again or the equivalent procedure. The director of the School of Doctoral Studies and Research will be the individual finally responsible for accepting the defense procedure of the dissertation or not on the basis of the reasoned report issued by the Academic Committee of the PhD Program.
8. Once the dissertation has been admitted for processing and the corresponding fees have been paid, the doctoral candidate must deposit a copy of the dissertation at the Office of the Registrar in the format defined by the University.
9. The director of the School of Doctoral Studies and Research will publish the deposit of the dissertation within 15 working days so that any PhD holder at the University can submit any observations in writing they deem relevant. In the event that observations are made, the director of the School of Doctoral Studies and Research will notify the Academic Committee of the PhD Program of the same so that, having seen their content, it may provide a written opinion regarding the need to continue with or halt the process. Lastly, the School of Doctoral Studies and Research, with the approval of the General Secretary, will authorize the defense of the dissertation or not. This decision shall be understood as being definitive and final.

#### **Article 6. DISSERTATION ASSESSMENT PANEL**

1. Once the 15-day deposit period has elapsed with no observations having been submitted, or once those that have been submitted have been resolved, the Academic Committee of the PhD Program will propose the Panel to the School of Doctoral Studies and Research of the University for its approval based on the curricular reviews of the candidates. All members of the panel are PhD holders with accredited research experience.
2. The panel will be set up in accordance with the following criteria:
  - a) Five associate members and two deputies, appointed from among PhD holders with accredited research experience, either Spanish nationals or foreigners that are specialists in the subject and are linked to Universities or higher education or research entities proposed by the corresponding Academic Committee of the PhD Program.
  - b) Two of the associate members will hold the posts of Chair and Secretary. The chair will be the most senior PhD holder or the PhD holder that has the highest position. A PhD holder from Universidad Europea de Madrid will act as Secretary.

- c) There may be no more than two members on the panel from the same University or Research Center.
  - d) The Dissertation Director and the doctoral candidate's Advisor may not form part of the Panel.
3. Following the constitution of the Panel, the Academic Committee of the PhD Program will send a copy of the dissertation, previously provided by the doctoral candidate, to each of the Committee members.

#### **Article 7. DEFENSE AND ASSESSMENT OF THE DISSERTATION**

1. The defense of the dissertation will be summoned by the Chair and it will be notified by the Secretary a minimum of 15 calendar days prior to it taking place. It will take place in a public session and will consist of the presentation and defense by the doctoral candidate of their prepared research work. In addition to being presented in Spanish, the defense can be carried out in English, or in another language that is generally used within the scope of the scientific community, provided the panel has been notified in advance and has given its agreement.
2. The Panel will have access to the DAD in addition to the evolution of the research project. These follow-up documents will not result in a quantitative grade being awarded however will represent a tool for qualitative assessment to complement the assessment of the dissertation.
3. Each member of the Panel will issue a grade from 0 to 10 points. The arithmetic average of the grades result in the overall grade, pursuant to the following scale:
  - FAIL: Between 0 and 4.9 points.
  - PASS: Between 5 and 6.9 points.
  - ABOVE AVERAGE: Between 7 and 8.9 points.
  - OUTSTANDING: Between 9 and 10 points as a maximum.

If the Chair of the panel deems it necessary, the grade may be awarded anonymously so that each member of the panel does not know the grades conferred by the other members.

The Panel will issue a report that records the overall grade awarded for the dissertation using the following terms: FAIL, PASS, ABOVE AVERAGE or OUTSTANDING, without expressing the numerical grade.

In the event that at least two FAIL grades are issued, the overall grade awarded for the dissertation will be a FAIL, even where the arithmetical average of the individual grades is equal to or higher than 5.

Passing the dissertation will lead to the achievement of the Accredited PhD Degree.

4. The Panel may award the mention "cum laude" if the overall grade achieves the level of outstanding and this will be awarded by unanimous vote. The University will put the mechanisms into place that are necessary to achieve the final award of this mention, guaranteeing that the scrutiny of the votes for such award takes place in a different session to that corresponding to the defense of the dissertation.
5. Once the dissertation has been approved, the University will take charge of its filing in an electronic format in an institutional repository and will send, via electronic means, a copy of the same in addition to all the complementary information that may be required to the Ministry of Education for all pertinent purposes.

6. In exceptional circumstances as established by the Academic Committee of the PhD Program, such as the participation of businesses in the program, the existence of confidentiality agreements with businesses, or the possibility of creating patents that impact on the content of the dissertation, the University may establish measures that ensure that such aspects are not publicized.
7. The publication of dissertations that are subject to confidentiality clauses in an open electronic format at an institutional repository will take place, if applicable, once the process for the protection or transfer of knowledge has concluded. Such circumstance must be duly notified by the doctoral candidate to Universidad Europea de Madrid.

#### **Article 8. MENTIONS**

The front of the PhD qualification may include the mention «European Doctorate» (for programs governed by Official Decree 1393/2007) or «International Doctorate» (for programs governed by Official Decree 99/2011), always provided the following circumstances have been met:

- a) That during the training period required to achieve the PhD qualification, the doctoral candidate has undertaken an international study period outside Spain of at least three months at a renowned higher education institution or research center, carrying out studies or research projects that have been recognized by the University (in the case of the mention "European Doctorate", the international study period must take place in any member State of the European Union).
- b) That part of the dissertation, at least the summary and its conclusions, have been written and submitted in one of the normal languages used for scientific communication within its field of expertise, other than any of the official languages of Spain. This standard will not apply where the international study periods, reports and experts originate in a Spanish-speaking country (in the case of the mention "European Doctorate", at least the summary and its conclusions must be written in one of the official languages of the European Union other than any of the official languages of Spain).
- c) That a minimum of two experts belonging to any non-Spanish higher education institution or research institute have been notified (in the case of the mention "European Doctorate" both experts must be from a member State of the European Union other than Spain).
- d) That at least one expert belonging to any higher education institution or research institute other than Spain, that holds a PhD and is different to those experts responsible for the international study period mentioned in paragraph a) and those mentioned in paragraph c), has formed part of the Dissertation Assessment Panel (in the case of the mention "European Doctorate" this expert must be from a member State of the European Union other than Spain).
- e) That the defense of the Dissertation must take place at the same Spanish university as that at which the doctoral candidate has been affiliated or in the case of joint PhD programs, at any of the participating universities or under the terms established through collaboration agreements.

#### **COMPETENT BODIES**

The bodies involved in these Regulations are as follows:

1. The Managing Board of the School of Doctoral Studies and Research at Universidad Europea de Madrid that, together with the General Secretary, shall assume the duties of the former UEM Graduate Committee.
2. The Academic Committees of each PhD program assume, in each case, the duties of the former Graduate Committees of the Schools. Each one of these Committees will comprise at least the Director of the School of Doctoral Studies and Research that will act as Chair; the PhD program coordinator that will act as Secretary; and an Assistant Professor from the academic area of knowledge of the PhD program concerned.

## **GLOSSARY OF TERMS**

1. **Research Schedule:** Document submitted by the doctoral candidate and endorsed by the Master's Thesis Director that includes the methodology, objectives, means and schedule applying to the research work to be developed by the dissertation.
2. **Doctoral Activities Document (DAD):** A report that individually records the activities and achievements carried out by the doctoral candidate throughout the entire PhD program in which they have enrolled. It is regularly reviewed by the Master's Thesis Director and is assessed every year by the Academic Committee. It forms part of the documentation assessed by the Master's Thesis panel.
3. **Performance Report:** The annual report prepared by the Master's Thesis that based on the DAD and other evidence, places value on the performance of the doctoral candidate at the end of each year of the PhD Program. On this basis, the Academic Committee will issue either a favorable or an unfavorable report regarding the continuation of PhD studies for the program in which they are enrolled.

## **SINGLE FINAL PROVISION**

These Standards shall take effect on the day following their approval by the Academic Council and the Management Committee of the University and shall apply to accredited PhD tuition.