

# CONTINUANCE REGULATIONS FOR UVIC DOCTORAL PROGRAMMES

Approved by the Executive Council  
of the University of Vic – Central University of Catalonia  
on 6 May 2014

**UVIC**  
UNIVERSITAT DE VIC  
UNIVERSITAT CENTRAL  
DE CATALUNYA

## **Article 1. Academic regulations**

The maximum duration of full-time doctoral studies is three years, from the date of admission to the doctoral programme until the submission of the doctoral thesis.

Notwithstanding the above, doctoral studies can be undertaken on a part-time basis, subject to prior authorization from the Doctoral Programme Academic Committee. In this case, the maximum duration of the studies is five years, between admission to the programme and presentation of the doctoral thesis. Doctoral students who are recipients of a competitive predoctoral scholarship or grant which specifies in its conditions that the beneficiary must study full-time may not apply to study part-time.

Doctoral students may make two course type changes during their studies. Doctoral students wishing to change their course type must apply by means of a request addressed to the coordinator of the Doctoral Programme Academic Committee at least one month before the start date of the first annual registration period.

Priority in changing the course type from part-time to full-time will be given to doctoral students obtaining a scholarship or pre-doctoral contract.

## **Article 2. Application for extension and temporary withdrawal**

If after three years, in the case of full-time study, the student has not submitted the application for deposit of the thesis, the committee responsible for the programme may allow an extension of this period for a further year, which may be extended for another additional year under exceptional circumstances. For part-time studies, the period is five years and the extension may be authorized for a further two years, although under exceptional circumstances it may be extended for another additional year.

Absences due to illness, pregnancy or any other duly justified cause will not be taken into consideration for the purposes of calculating the periods mentioned above. In these cases, the doctoral student must take the necessary steps to arrange a temporary leave of absence.

Doctoral students may also request a temporary leave of absence for a maximum period of one year, extendable for one additional year. In these cases, the doctoral student must send a duly justified application to the academic committee responsible

for the doctoral programme, which will make a decision and notify the doctoral student in writing. If it is confirmed by the Doctoral Programme Academic Committee, the doctoral student need not register during this period.

Failure by the doctoral student to register for two consecutive years will lead to permanent withdrawal from the doctoral programme.

If a doctoral student wishes to withdraw permanently from the doctoral programme, this must be arranged with the Academic Management Area within the period stipulated on the UVic website.

Refunds will only be made when the withdrawal is arranged before 15 December if the registration takes place in October, and before 30 March if the registration takes place in February, on the following grounds:

- Serious illness.
- Serious family circumstances preventing the continuation of studies.

The administrative fees will not be refunded under any circumstances.

## **Article 3. Performance and progression criteria**

The following conditions are established in order to facilitate the proper progress of doctoral students and ensure the quality of doctoral these:

- The Doctoral Programme Academic Committee will monitor all doctoral students on an annual basis. A positive assessment from this committee will be an essential requirement for continuing on the doctoral programme. Doctoral students failing to pass the annual assessment of the progress of their studies will have a maximum period of 6 months to present the research plan again. If the subsequent assessment is again negative, the doctoral student must permanently withdraw from the doctoral programme.
- Doctoral students exceeding the maximum duration of the doctoral studies set out in Article 2 of these regulations will be withdrawn permanently from the programme, and must begin the procedure for access and admission to the doctoral programme at the beginning.

#### **Article 4. Appeals**

An ordinary appeal against decisions that are made pursuant to these regulations may be made to the rector of the UVic-UCC.

The rector's decisions are the final stage in the administrative process and may be challenged in the contentious-administrative courts.

#### **Additional provision**

The Steering Committee of the Doctoral School will assess the results of application of the *Continuance Regulations* on an annual basis.

#### **Transitional provisions**

**First.** These regulations apply to doctoral students admitted to the UVic-UCC from the date these regulations come into force.

**Second.** This regulation shall apply to doctoral students admitted to the UVic-UCC prior to the entry into force of this regulation on the day it comes into force.