



## DOCTORATE ACADEMIC CALENDAR 2022-2023

### DATES FOR ACCESS, ADMISSION AND REGISTRATION

| NEW DOCTORAL STUDENTS (FIRST YEAR)           |   |  |  |   |
|--|---|--|--|---|
| PROCESS                                      | PERIOD  | APPLICATION  | OBSERVATIONS   | DECISION PERIOD   |
| <b>Access and admission to the doctorate</b> | <b>First period</b><br>20/04/2022<br>to<br>15/06/2022<br><br><b>Second period</b><br>15/09/2022<br>to<br>15/10/2022 | Electronic office UdL                                      | <p>Admission to doctoral programs will be requested online, in general. If you wish to submit your application for admission in person at the Doctoral School, you must make an <a href="#">appointment</a> within the indicated periods.</p> <p>The link to apply for Admission online, as well as all information, is published on the website of the Doctorate School:<br/><br/><a href="https://www.doctorat.udl.cat/en/doctorands/admissio/">https://www.doctorat.udl.cat/en/doctorands/admissio/</a></p>   | <p>The Doctoral School shall verify the access requirements within a period of 15 working days from the day of entry of the application at the Electronic Office of UdL. If any information is missing, the candidate shall be requested to correct this within a period of 10 days.</p> <p>The academic secretary shall send the applications to the Academic Commissions, which shall make a decision in the following periods:<br/>- First resolution 15/July/22<br/>- Second resolution: 15/November/22</p> <p>The resolutions will be published on the website of the Doctoral School.</p> <p>Admission will become final, once the requirements of the corresponding academic committee have been met, and the applicant's requirements have been proven, in accordance with current regulations.</p> |
| <b>Enrolment</b>                             | <b>First period</b><br>15/09/2022 to<br>30/10/2022<br><br><b>Second period</b><br>15/12/2022 to<br>31/01/2023       | Enrolment on-line:<br>by appointment (to be sent by email) | <p>Admitted students will be sent a personalized message containing the instructions and the deadline for online registration.</p> <p>If you wish to enroll in person, you can request a prior appointment at the Doctoral School.</p> <p>Late registrations may be requested, subject to justification and authorization by the Academic Committee and payment of the corresponding fee.</p> <p>All the information on the doctoral registration is published in this link:<br/><a href="https://www.doctorat.udl.cat/en/doctorands/matricula/">https://www.doctorat.udl.cat/en/doctorands/matricula/</a></p> | <p>In the event that all the necessary documentation for enrolment is not provided, conditional enrolment will be made. The student must submit the required documentation before April 30, 2023. Otherwise, the first year enrolment will be cancelled, without the right to return.</p> <p>For cases of application submission by "other means": 10 working days from the day after the date of registration of the application.</p>  |

### DATES FOR ACCESS, ADMISSION AND REGISTRATION

| DOCTORAL STUDENTS IN SECOND AND FOLLOWING YEARS |                                |   |   |  |
|---|--------------------------------|---|---|--|
| PROCESS   | PERIOD                         | APPLICATION   | OBSERVATIONS  | DECISION PERIOD  |
| <b>Enrolment</b>                                | 15/09/2022<br>to<br>30/10/2022 | Enrolment on-line:<br>by appointment (to be sent<br>by email) | Students in the second and subsequent years may make use of the self-registration system. Formalization of the registration in person or using the self-registration system constitutes a formal request, and its payment and admission by the administrative services of this university does not imply approval of its contents. The registration does not take effect in the event of misrepresentation of the data indicated.<br>Enrolment may be requested outside the time limit, with prior justification and authorization from the Academic Committee. | For the cases of submission of the application by “other channels”: 10 working days starting from the day after the date of recording the application. |

### ENROLMENT CANCELLATION DEADLINE

| PROCESS                       | PERIOD  | APPLICATION           | OBSERVATIONS   | DECISION PERIOD  |
|-------------------------------|---|-----------------------|--|--|
| <b>Enrolment Cancellation</b> | <p><b>First period:</b><br/>For enrolments made until 30/10/2022, the deadline is 15/11/2022</p> <p><b>Second period</b><br/>For enrolments made until 31/01/2023, the deadline is 15/02/2023</p> | Electronic office UdL | <p>The PhD student may withdraw from enrolment in the PhD studies for justified reasons, with the knowledge of the tutor and the thesis director, within the deadlines established in the academic calendar.</p> <p>The enrolment will be refunded only in the cases established in current regulations, such as: serious health reasons, unfavourable resolution of predoctoral aids, and compensation with a new. Under no circumstances will the amount corresponding to the learning support fee, academic file management fees, mandatory insurance, contracted services and voluntary contributions be returned.</p> | <p>The Doctoral School shall verify the academic record of the doctoral student and will process it within a period of 10 working days from the day after the submit of the application.</p> <p>The director of the Doctorate School will resolve requests for cancellation of registration without the right to refund. The manager of the UdL will resolve requests to cancel registration when there are reasons for refunding the amount paid.</p> |

## DATES FOR ANNUAL ASSESSMENTS

| NEW DOCTORAL STUDENTS                           |  |  |  |   |
|---|--|--|--|---|
| PROCESS   | PERIOD   | PRESENTATION<br>RESEARCH<br>PLAN AND<br>ACTIVITIES<br>DOCUMENT       | OBSERVATIONS   | DECISION PERIOD   |
| Assessment of<br>the research<br>plan           | <p style="text-align: center;"><b>DOCTORAL STUDENTS</b></p> <p><b>First call:</b> 16/01/2023 to 6/02/2023<br/><b>Second call:</b> 22/05/2023 to 5/06/2023</p> <p style="text-align: center;"><b>THESIS SUPERVISORS</b></p> <p><b>First call:</b> 16/01/2023 to 13/02/2023<br/><b>Second call:</b> 22/05/2023 to 12/06/2023</p> | App <a href="#">RAPI</a>   | <p><b>First call:</b> All doctoral students enrolled until 31/12/22 must appear in general at the 1st call. If they do not show up, they will lose this evaluation call</p> <p><b>Second call:</b> Doctoral students who have not passed the evaluation of the current course must be presented.</p> | <p><b>First call:</b><br/>Decision before 31 March</p> <p><b>Second call:</b><br/>Decision before 31 July</p> |
| DOCTORAL STUDENTS IN SECOND AND FOLLOWING YEARS |  |  |  |   |
| PROCESS   | PERIOD   | PRESENTATION<br>OF THE SELF-<br>REPORT AND<br>ACTIVITIES<br>DOCUMENT | OBSERVATIONS   | DECISION PERIOD   |
| Assessment of<br>the annual<br>follow-up        | <p style="text-align: center;"><b>DOCTORAL STUDENTS</b></p> <p><b>First call:</b> 16/01/2023 to 6/02/2023<br/><b>Second call:</b> 22/05/2023 to 5/06/2023</p> <p style="text-align: center;"><b>THESIS SUPERVISORS</b></p> <p><b>First call:</b> 16/01/2023 to 13/02/2023<br/><b>Second call:</b> 22/05/2023 to 12/06/2023</p> | App <a href="#">RAPI</a>   | <p><b>First call:</b> All doctoral students enrolled must appear in general at the 1st call. If they do not show up, they will lose this evaluation call</p> <p><b>Second call:</b> Doctoral students who have not passed the evaluation of the current course must be presented.</p>                | <p><b>First call:</b><br/>Decision before 31 March</p> <p><b>Second call:</b><br/>Decision before 31 July</p> |

### DATES FOR THE SUBMISSION OF DOCTORAL THESES

| PROCESS   | SUBMISSION OF THE THESIS     |  | APPLICATION           | OBSERVATIONS  | DECISION PERIOD   |
|---|------------------------------|--|-----------------------|---|---|
| <b>Application for submission of the thesis and enrolment</b> | From 15 September to 15 June |  | Electronic office UdL | <p>In order to be able to defend the thesis within the academic year (until 30 September), the deadline to submit the documents to the Doctoral School, by electronic registration, shall be 15 June.</p> <p>The thesis may be defended until 30 September of the corresponding year.</p> <p>Enrolment shall be undertaken for the reading of the thesis.</p> <p>If, finally, the thesis has to be defended in the following year (starting from 30 September), for whatever reasons, it shall be necessary to pay again for the reading of the thesis and the fees for learning support and management of the academic record.</p> | <p>The Doctoral School shall review the documentation within a period of 10 working days starting from the date of entry of the application at the Electronic Office of UdL and they will process it with the Academic Committee in order to authorize the depositing and defence of the thesis. If any documentation is missing, the doctoral student shall be requested to correct this within a period of 10 days.</p> <p>The Academic Committee shall make the decision in the corresponding meeting.</p> |
|   | From 16 June to 30 September |  | Electronic office UdL | <p>This thesis shall be read in the subsequent academic year, that is to say that it shall be defended starting from 1 October.</p> <p>Enrolment of the following concepts shall be undertaken:</p> <ul style="list-style-type: none"> <li>• Reading of thesis</li> <li>• Learning support fee</li> <li>• Management of academic record fee</li> </ul>  |   |
|   | Starting from 1 October      |  | Electronic office UdL | <p>The submissions of theses which are carried out starting from 1 October shall be considered to be within the following academic year and, therefore, registration of the following concepts shall be undertaken:</p> <ul style="list-style-type: none"> <li>• Reading of thesis</li> <li>• Academic tutoring</li> <li>• Learning support fee</li> <li>• Management of academic record fee</li> </ul>   |   |

\*The doctoral student/s shall have a maximum period of four months to defend their thesis, starting from the day after the authorization of the depositing and defence by the academic committee. Enquiries about the dates of the meetings may be addressed to the coordinators of the doctoral programmes.

**DATES FOR THE SUBMISSION OF APPLICATIONS CONCERNING THE DURATION OF DOCTORAL STUDIES**

| PROCESS   | PERIOD  | APPLICATION           | OBSERVATIONS   | DECISION PERIOD  |
|---|---|-----------------------|--|--|
| <b>Change of format of studies:<br/>Full Time /<br/>Part Time</b> | From 2 May to 30 June   | Electronic office UdL | <p>The doctoral students who receive aid may not apply for the part-time format.</p> <p>Changes of format shall apply starting from the following year.</p> <p>If modality changes are requested outside of the deadline, the registration change fee must be paid.</p> <p><b><u>New doctoral students</u></b></p> <p>The doctoral student shall have to indicate on the admission form for the Doctoral Programme whether they want to enrol full time or part time.</p> <p>The Academic Committee shall authorize the study format when making its decision about the admission application.</p> <p>The doctoral students who receive aid may not apply for the part-time format.</p> <p>The decision shall remain in force for the duration of the studies.</p> | <p>The Doctoral School shall verify the academic record of the doctoral student and will process it with the Academic Committee within a period of 10 working days starting from the day after the date of recording.</p> <p>The Academic Committee must make a decision on the requests before 15 September.</p>                                  |
| <b>Extensions</b>   | Two months before the expiry of the period defined  | Electronic office UdL | <p>The dedication for which they were enrolled in the last year will be taken as the reference. The exact date of completion of the studies must be consulted on the RAPI.</p>   | <p>The Doctoral School shall verify the academic record of the doctoral student and check that it has the authorization of the director and will process it with the Academic Committee within a period of 10 working days.</p> <p>The Academic Committee shall make a decision in the scheduled meeting.</p>                                      |
| <b>Temporary Leave</b>  | <p>At any time, as long as the temporary leave is for medical reasons and the PhD student is enrolled in that course</p> <p>In cases of temporary leave for personal reasons, the request must be processed before the start of the leave</p> | Electronic office UdL | <p>If the application is submitted before the beginning of the registration period (15 September) and lasts for one year, the formalization of registration for the following year is not required.</p> <p>The temporary medical leave must be substantiated with the medical justifications and is automatically applied to the doctoral student's file</p> <p>Temporary leave for personal reasons is extraordinary, must be justified and requires the approval of the Steering Committee of Doctoral School.</p>   | <p>Doctoral School shall verify the academic record of the doctoral student and will process it with the Academic Committee.</p> <p>Academic Committee shall make a decision about the temporary leave for medical reasons.</p> <p>Steering Committee of Doctoral School shall make a decision about the temporary leave for personal reasons.</p> |

**DATES FOR THE SUBMISSION OF CHANGES IN THE SUPERVISION OF THESES AND TUTORING**

| PROCESS   | PERIOD                                | APPLICATION                  | OBSERVATIONS  | DECISION PERIOD  |
|---|---------------------------------------|------------------------------|---|--|
| <p><b>Application for change of thesis supervision and tutoring</b></p> | <p>From 1 October to 31 December.</p> | <p>Electronic office UdL</p> | <p>In cases of changes due to reasons beyond the doctoral student's control (for example: retirement of the tutor, changes in the employment situation of the professorship, etc.), the application may be made outside the deadline</p> <p>Changes in the thesis supervisor may be requested, at most during the penultimate year of enrolment of the doctoral student</p> | <p>The Doctoral School shall verify the academic record of the doctoral student and will process it with the Academic Committee, within a period of 10 working days from the day after the recording. The Academic Committee shall make a decision in the scheduled meeting.</p> |

### PROCEDURES FOR REQUESTING CERTIFICATES

| PROCESS   | PERIOD                   | REQUEST  | OBSERVATIONS   | SHIPPING PERIOD   |
|---|--------------------------|--|--|---|
| <b>Application for official academic certificate</b>  | During the academic year | Electronic office UdL  | It is necessary to indicate, in the field of observations: <ul style="list-style-type: none"> <li>- the language of dispatch</li> <li>- If its issuance is necessary for the legalization of the document</li> </ul> The fee fixed in the <i>Decree on public prices</i> must be paid.             | 10 working days   |
| <b>Application for certificates of thesis supervisor/external evaluation/theses committee/Academic Committee member</b> | During the academic year | Send an email to :<br><a href="mailto:escoladoctorat@udl.cat">escoladoctorat@udl.cat</a> | When fee the certificates of thesis supervisor/external evaluation/theses tribunals, the full name of the research staff in training must be stated<br><br>When requesting certificates as a member of an Academic Committee, you must include the start and end dates, if applicable, as a member | 10 working days   |
| <b>Application for the Doctoral degree</b>  | During the academic year | Electronic office UdL  | When applying for the Doctoral degree, it is essential to have submitted the documents for the Publication of Thesis in electronic format.<br><br>The fee set in the <i>Decree on public prices</i> must be paid.  | During the 10 working days following the request, the official Doctor's degree will be sent |
| <b>Application for other certificates</b>   | During the academic year | Electronic office UdL  | Apply the certificate through the generic instance of the electronic office UdL  | 10 working days   |

*NOTE: The periods when the Universitat de Lleida is in **minimum servicess not be taken into account** for the purposes of calculating deadlines. These periods will be published on the home page of the Doctoral School website.*