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ACADEMIC REGULATIONS FOR DOCTORAL COURSES AT THE UNIVERSITY OF LLEIDA

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Preamble

These academic regulations present a review of the regulation of Doctoral studies at the University of Lleida and they are aimed at updating and simplifying its provisions, in accordance with RD 99/2011 of January 28 (BOE of 10 February), which regulates official Doctoral courses, and RD 822/2021, of 28 September, which establishes the organization of university courses and the procedure for ensuring their quality.

The Doctoral School of the University of Lleida, created in 2011 (Agreement number 63/2011 of the Governing Council of the UdL), is the centre that organizes Doctoral studies in accordance with the research strategy of the University. Its primary objectives are the training of researchers and/or researchers in training and the projection of quality research in the different academic and social fields. In the development of this training, the School is committed to promoting all activities that make the Doctoral path, in itself, a research experience.

The Doctoral School guides the research staff in training from the moment when they are admitted to a Doctoral Programme until they obtain the Doctorate degree and become an independent researcher. The development of the doctoral thesis is concomitant with the acquisition of skills. Research staff in training will build a systematic understanding of their field of study and master the skills and research methods related to their field of knowledge; they will make contributions to the expansion of knowledge through original research. Simultaneously they will develop capacities for the critical analysis of new ideas and they will learn ways to communicate with the academic and scientific community and with society as well as to promote, in academic and professional contexts, scientific progress.

TITLE I. COMMON PROVISIONS

Article 1. Object and Scope of Application

1. The purpose of these regulations is to regulate the official doctoral university studies of the University of Lleida, leading to the obtaining of the degree of Doctor of the UdL, which is official and valid throughout Spain.
2. These regulations apply to all Doctoral programmes at the University of Lleida and to doctoral students enrolled to complete their doctoral thesis at the UdL.

Article 2. Concepts

1. **Researcher in Training (PhD student).** Those who have been admitted to a Doctoral Programme managed by the UdL Doctoral School and who register each academic year are considered research staff in training, or doctoral students, of the UdL Doctoral School. The rights and duties of research staff in training are set out in the Internal Regulations of the Doctoral School of the University of Lleida.
2. **Tutor.** The tutor must be an active professor at the UdL and be linked to one of the research lines of a Doctorate Programme at this University. Their function is to ensure the adequacy of the training and research activity, the fulfilment of the procedures to be carried out during the studies and the interaction of the doctoral students with the Academic Committee of the Doctoral Programme. The rights and duties of the tutor are set out in the Internal Regulations of the UdL Doctoral School.
3. **Supervisor.** The thesis supervisor is the one who guides and monitors the research of a PhD candidate. The rights and duties of the director are set out in the UdL Doctoral School's Internal Regulations.
4. **Research Plan.** This is the document which the PhD student must present in the first year of registration for the Doctorate. It must be supported by the director and the tutor and must be evaluated by the Doctorate Academic Committee.
5. **Doctoral Student Activities Document (DAD).** The research staff enrolled in the Doctorate must carry out a few hours of training - training activities - not structured in ECTS, which include both transversal and specific training established for each Doctoral programme. The training activities carried out must be agreed upon with the directors and tutors of the thesis, must be registered in the RAPI evaluation tool and must be evaluated by the academic committees
6. **Data Management Plan.** The **Data Management Plan (DMP)** or Pla de Gestió de Dades (**PGD**) is a formal document that describes what will be done with the data during the completion of the thesis and once completed: what data will be obtained, collected or processed, which standards and methodology will be applied, who will be able to access the data and when, and how it will be preserved after the project has ended.

7. **Commitment to Good Practices (Doctoral letter).** This is the document that sets out the rights and obligations of each PhD student, and of the people who take on the thesis direction and tutoring. This is why the PhD student and the thesis supervisors must know and accept its content, ever since the first enrolment in the Doctorate studies is due.
8. **Academic Course.** This is the period that begins on October 1 and ends on September 30 of the following year.
9. **Duration.** This is the time available to the doctoral student to complete the doctoral thesis, depending on the type of registration (Full-time or Part-time). The time starts running from the date on which the first registration for the Doctorate studies is formalized.
10. **Submission date.** This is the deadline to hand in the finished thesis with the approval of the directors and tutors of the thesis.

TITLE II. STRUCTURE AND ORGANIZATION OF DOCTORAL TRAINING

Article 3. The Doctoral School

The management and organization of Doctoral studies at the University of Lleida are carried out by the Doctoral School at the UdL. Its structure and functions are regulated in the Internal Regulations of the Doctoral School of the UdL.

Article 4. Doctoral Programmes

1. Doctoral studies are organized through Doctoral programmes linked to the Doctoral School.
2. Each Doctoral programme has a coordinator and an Academic Committee. The functions of these bodies are regulated in the Internal Regulations of the Doctoral School of the UdL.
3. Doctoral programmes must be approved, verified, accredited and modified in accordance with current regulations and the procedures established in the UdL Internal Quality Assurance System.
4. Doctoral programmes can either be from the UdL itself or they can be inter-university programmes linked with other Catalan, Spanish or foreign universities. In the case of joint programmes that lead to the obtaining of a single official Doctoral degree, it will be necessary to sign an agreement between the participating universities.
5. The inter-university programmes are governed by the agreement signed between the participating universities.

TITLE III. ACADEMIC ASPECTS OF DOCTORAL STUDIES

Article 5. Access Requirements

1. To access Doctoral studies, candidates must comply with the requirements established in article 6 of Royal Decree 99/2011, of 28 January, which regulates official Doctoral courses. Access routes to Doctoral studies are published on the website of the Doctoral School.
2. In general, to access Doctoral studies candidates must have an official Spanish degree or equivalent, and a university Master's degree, or equivalent, as long as they have passed at least 300 ECTS in all of these courses.
3. It can also be accessed by people who are in any of these other cases:
 - a) Be in possession of an official Spanish university degree, or from another country that is part of the European Higher Education Area, which enables access to a Master's degree in accordance with the provisions of article 16 of the Royal decree 1393/2007, of 29 October, and have passed a minimum of 300 ECTS credits in all official university studies, of which at least 60 must have been taken at Master's level. It will be understood that this requirement is met if they are in possession of a university degree that has been officially recognized as level 2 of the Spanish Qualifications Framework for Higher Education, in accordance with the procedure established in RD 967/2014, of November 21, and a minimum of 60 ECTS credits have been passed in the university Master's studies.
 - b) Be in possession of an official Spanish graduate degree, the duration of which, in accordance with Community law, must be of at least 300 ECTS credits. These graduates must take the training supplements referred to in article 7.2 of this standard unless the study plan of the corresponding degree includes research training credits, equivalent in training value to the credits in research from the Master's studies.
 - c) University graduates who, having previously obtained a training position in the corresponding test for access to specialized healthcare training places, have passed with positive evaluation at least two years of training in a programme to obtain the official title of some of the specialities in health sciences.
 - d) Be in possession of a degree obtained in accordance with foreign educational systems, without the need for its approval, with the prior verification of the university that it accredits a level of training equivalent to that of the official Spanish university Master's degree and which entitles the country issuing the degree for access to Doctoral studies. This admission does not imply, in any case, the approval of the previous title that the interested party holds or its recognition for purposes other than that of access to Doctoral courses.
 - e) Be in possession of another Spanish doctoral degree obtained in accordance with previous university regulations.



- f) Be in possession of an official university degree that has been officially recognized as level 3 of the Spanish Qualifications Framework for Higher Education, in accordance with the procedure established in Royal Decree 967/2014, of November 21, by which the requirements and procedure are established for the approval and declaration of equivalence to degree and official university academic level and for the validation of foreign Higher Education studies, and the procedure to determine the correspondence to the levels of the Spanish Framework of Qualifications for Higher Education for the official titles of Architect, Engineer, Graduate, Technical Architect, Technical Engineer and Diploma.
4. In order to calculate the 300 ECTS to access the Doctorate studies, the following will be considered:
- a) 1 LRU credit (qualifications prior to EEE) equivalent to 1 ECTS credit.
 - b) When the study documentation provided by the student does not include LRU credits (1 credit = 10 teaching hours) or ECTS credits (1 credit = 25 hours of total workload), the following equations will be used:
 - Three-year bachelor's degree = 180 ECTS credits
 - Second cycle engineering degree of two years = 120 ECTS credits
 - Four-year bachelor's degree = 240 ECTS credits
 - Four-year bachelor/engineering degree = 240 ECTS credits
 - One-year master's or postgraduate degree that gives access to the Doctorate in the country issuing the degree = 60 ECTS credits
 - Master's degree or two-year postgraduate degree that gives access to the Doctorate in the country issuing the degree = 120 ECTS credits

Article 6. Pre-registration in a Doctoral Programme (Application for Access and Admission and Deadlines)

1. People interested in accessing a Doctoral programme must apply by submitting the standardized form to the electronic register of the University of Lleida, in accordance with the procedure provided on the website of the Doctorate School. The request must be submitted within the deadlines established in the calendar of procedures for the current year.
2. In order to apply for admission to a PhD programme at the University of Lleida, candidates must submit the acceptance thesis supervision certificate by a tutor linked to one of the research lines of the selected PhD programme.
3. When applying for admission, the interested party, in accordance with their previous studies and the corresponding access procedure to the Doctorate, must submit all the documentation indicated on the Doctorate School's website.
4. The Doctoral School administration will verify the data contained in the application as well as the documentation provided within 15 working days from the day after the registration date. The requests and the necessary documentation will be transferred to the Academic Committees for resolution. If any essential information is missing for the correct evaluation of the admission request, the candidate will be required to amend it within 10 days.

5. When the candidate who requests access to the Doctorate holds a university degree completed at the UdL, it will not be necessary to provide the supporting documentation, as the Doctoral School will carry out the verification.
6. When the candidate who applies for access holds a university degree completed abroad, the Academic Committee will examine the documentation provided regarding the academic trajectory of the student in reference with the official Spanish university master's level of studies:
 - a. The interested person must present a document issued by the university in which he/she completed the previous studies, certifying that these entitle the student to access the Doctorate, in the country where this university is located. The level of studies must correspond to EQF Level 7 of the European Qualifications Framework.
 - b. The coordinator will check this requirement and make the report for the declaration of equivalence, which will be resolved by the director of the Doctoral School. This resolution will not imply, in any case, the approval of the previous degree held by the interested party or the recognition for purposes other than that of access to Doctorate courses.
 - c. This declaration will become effective once the student has paid the fee set in the price decree of the Generalitat de Catalunya.
7. Documents issued abroad must comply with the following requirements:
 - a. They must be official documents issued by the competent authorities, in accordance with the legal system of the country that issued the title.
 - b. They must be legalized through diplomatic channels or, as the case may be, through the apostille of the Hague Convention. Legalization is not required for documents issued by the authorities of the Member States of the European Union or signatories of the Agreements on the European Economic Area, as long as there are no doubts about the authenticity and legitimacy, nor about their official character.
 - c. Foreign documents have to be accompanied by their corresponding official translation into Spanish or Catalan, following the indications of the Spanish External Affairs Ministry. The European Supplement to the Title/Europass diploma supplement issued in English does not need a translation.
8. Access and admission deadlines are approved each academic year within the calendar of procedures for the current year. This calendar is published on the website of the Doctoral School.

Article 7. Admission Criteria

1. The Academic Committee of each programme can establish additional requirements to those of access for the admission of research staff in training in its programme.
2. Admission requirements and criteria, as well as training supplements, if applicable, are specified in the Doctorate programme report. These requirements and criteria are public and can be consulted on the website of the Doctoral School.



3. In the case of doctoral students with special educational needs arising from a disability, admission systems and procedures must include appropriate support and counselling services, which must assess the need for possible curricular adaptations, itineraries or alternative studies.

Article 8. Allocation of a Place in Doctoral Studies. Resolution.

1. The Academic Committee of the Doctoral programme for which admission has been requested is the one to resolve access requests.
2. The Academic Committee will evaluate the documentation provided by the candidate, as long as it meets the access requirements, and will evaluate their academic profile, in accordance with the established admission criteria.
3. Places will be allocated taking into account the offer available, previously approved in the verification report of the Doctoral programme and in subsequent modifications if this were the case.
4. The resolution as far as admission is concerned is communicated to the candidate as:
 - a) Admission: You will be able to enrol at the beginning of the registration period for new access to the course in question.
 - b) Conditional admission: As long as the offer of places is greater than the demand, the Academic Committee of the Programme may conditionally give access to the student who has not submitted all the required documentation and which the Doctoral School has not been able to verify, and the student who, not meeting the access requirements, is expected to submit them by the time of registration. The person conditionally admitted to a Doctoral programme due to lack of documentation, that is to say, who has not submitted all the required documentation within the stipulated period, may request to formalize the enrolment within the deadlines established in the academic calendar. However, registration will be conditional. In this case, the interested person will have to sign a declaration with the commitment certifying that s/he will deliver the pending documentation, before the day indicated in the academic calendar published on the Doctoral school's website. If candidates do not provide the required documentation within the indicated period, their registration will be cancelled and they will not be entitled to reimbursement of the amount paid and will be expected to pay for the remaining unpaid amount.
 - c) Excluded: The reasons for exclusion will be the following:
 - a) Not fulfilling the academic profile or additional requirements established in the Doctoral Programme
 - b) Lack of a tutor who meets the established requirements
 - c) Impossibility of assigning thesis supervisors
 - c) Others. The Academic Committee must indicate the explicit reason
5. Admission may include the requirement of specific training supplements, established in the verification report for Doctoral programmes, depending on the students' previous training.



6. Academic admission involves the reservation of a place in the same course as the application for admission or pre-registration. The place will not be reserved for subsequent courses. If registration is not formalized in this academic year, the admitted person will lose their status as admitted and their place in the Doctoral programme.
7. 5% of the total access places for each Doctoral Programme are reserved for students who have a recognized degree of disability equal to or greater than 33%. In the event that these places are not filled, they will be offered to the rest of the students.
8. In cases where all offered places are filled, a waiting list will be drawn up for admitted candidates who have not obtained a place.
9. The list of admitted candidates, approved by the Academic Committee, must be published on the Doctoral School's admission website. The publication must be made in accordance with the seventh additional provision of Law 3/2018, of December 5, on the protection of personal data and guarantee of digital rights. The reasons for exclusion must also be stated, if applicable. In the event of disagreement with the decision of the Academic Committee, the interested parties may file an appeal before the director of the Doctoral School, within one month from the day after publication.

Article 9. Registration

1. Each academic year, until the end of their studies, PhD students must register for academic supervision at the UdL. When it comes to joint Doctorate programmes, the agreement must determine the way in which this registration must be carried out.
2. Enrolment for new access (first year).
 - a) People admitted to a Doctoral programme must register within the deadlines indicated in the Doctorate academic calendar, which is approved annually.

Conditional registration may be requested in the event provided in article 8.4.2.
 - b) Registration process will be processed online. Previously, a communication will be sent to the e-mail address of the admitted person with the necessary instructions to carry out the automatic registration.
 - c) The status of doctoral student of the Doctoral School is only acquired with the formalization and payment of the registration fee.
3. Enrolment from the second year.

Doctoral students must formalize their enrolment within the deadlines indicated in the Doctorate academic calendar through the automatic enrolment system. The appointment for automatic enrolment will be notified to PhD students via the student's personal email account that is in the database.
4. Late registrations must be authorized by the Academic Committee and will result in the payment of the corresponding fee.

5. Registration for Doctoral studies at the University of Lleida does not include the possibility of completing the studies online. Doctoral students with habitual residence abroad must make a mandatory stay at the UdL within their study years (preferably, during the first academic year of enrolment). The minimum length of the stay must be one week.

TITLE IV. REGIME OF PERMANENCE IN DOCTORAL STUDIES

Article 10. Dedication

1. The PhD candidate must indicate in the admission application form whether he or she wants to complete the studies full-time (TC, the duration of the studies is 3 years) or part-time (TP, the duration of the studies is 5 years).
2. All PhD students who have a pre-doctoral grant or carry out their thesis under co-supervision must enrol full-time and cannot request a change of modality to part-time, while they are in any of the aforementioned situations.
3. The doctoral student can request a change of modality only once during the Doctoral studies. The change of modality will involve a calculation of the time consumed in the current modality and the time remaining in the new modality.
4. If the change from TC to TP is requested before the request for an ordinary extension, the PhD student will have the two extensions corresponding to the part-time dedication. If they apply once the first extension of dedication to TC has been requested, the PhD student will not have an ordinary extension of TP.
5. Applications for a change in modality will not be accepted in cases where the PhD student is within the extraordinary extension period.
6. All modality changes must be submitted and resolved by the academic committees before the academic year begins. If they apply during the current academic year, it will be understood that it is a modification of the registration and it will be necessary to pay the corresponding fee, as stated in the price decree of the Generalitat.

Article 11. Permanence. Duration of Studies

1. The permanence of a record begins to count from the day on which the first registration for the Doctoral studies is formalized and ends on the day on which the thesis is delivered to the Doctoral School.
2. In accordance with the provisions of RD 99/2011:
 - For full-time Doctoral studies:
 - o 3 years
 - For part-time PhD studies:
 - o 5 years



3. If, after this period, the PhD student has not completed the thesis, he or she can request the following extensions from the Academic Committee, subjected to the approval of the thesis supervisors:

- For full-time Doctoral studies:
 - First extension: 1 year
 - Second extension, exceptional: 1 year
- For part-time PhD studies:
 - First extension: 2 years
 - Second extension, exceptional: 1 year

Article 12. Temporary Suspensions from the Doctoral Programme

1. **Accredited Temporary Leave (medical).** In the event of illness or accident, risk during pregnancy or natural breastfeeding, maternity, paternity, adoption, fostering and in cases of gender-based violence protection, PhD students must notify the Academic Committee of their temporary withdrawal from the programme, presenting the corresponding form published on the School website. The form must be accompanied by the supporting reports, issued by the competent public body, in which the exact dates of the leave periods are indicated. The accredited leave period will automatically be applied to the doctoral student's file and its duration will be extended, for the same period that the leave lasted.

2. **Temporary Leave for Personal Reasons.** This is classified as exceptional leave.

- a) The PhD student can request a temporary leave of absence for personal reasons, duly justified, for a maximum period of one academic year, extendable to one more academic year.
- b) The request must be addressed to the Academic Committee, together with the approval and a reasoned report from the thesis supervisors.
- c) Temporary leave for personal reasons must be authorized by the Management Committee, prior to a reasoned report from the Academic Committee.
- d) The request will be submitted before the withdrawal period begins and, if it is for an entire academic year, must be requested before enrolment. The authorized leave time will be applied to the doctoral student's file and will interrupt the calculation of the duration of the studies. Once the granted withdrawal period has ended, the PhD student must request to resume studies, through the corresponding form published on the School's website.

3. During the period that the doctoral student is in any situation of temporary leave, the following criteria will apply regarding registration and the annual assessment:

- a. If the leave lasts an entire academic year, the PhD student will not have to enrol. Otherwise, the PhD student must register for the current course.



- b. If the cancellation is requested after registration, no cancellations of registration will be made, nor refunds the fees paid.
 - c. If the leave is taken at the beginning of an academic year and, subsequently, the PhD student wants to re-join the studies, he or she will have to register for the corresponding course, communicating this to the Secretariat, but it will not be considered a late registration.
 - d. If the leave lasts for an entire academic year, the PhD student will not have to submit the annual assessment report and may be qualified as "unassessable" by the Academic Committee. Otherwise, the doctoral student will have to submit his/her annual assessment report and pass one of the two annual evaluation calls, in order to be able to register for the following year. The call that coincides with the period of leave may be qualified as "unassessable" by the Academic Committee.
4. In the event of an extraordinary extension, no leaves may be authorized for personal reasons, except for exceptional cases which must be processed by the Academic Committee.
 5. In the event that the doctoral student requests a voluntary temporary leave, before passing the first-year research plan, it will be understood that he leaves his studies. The Academic Commission will issue a report in this regard. If the PhD student wants to re-join the studies, he/she will have to apply again for admission to the PhD programme.

Article 13. Definitive Leave from the Doctoral Programme

1. Definitive withdrawal from the Programme implies the non-continuity of the doctoral student in the enrolled Programme and entails the closure of his/her file. The interested person can apply for access and admission to another PhD Programme at the UdL. In duly justified cases and with the endorsement of a tutor and thesis director, the interested person may apply again for access and admission to the Doctoral programme from which s/he withdrew provided that three academic years have passed from the year in which he was permanently withdrawn. In the latter case, if the doctoral student is admitted, the duration will begin to count from the first enrolment after the new admission.
2. The following are reasons for definitive leave from the Programme:
 - a) The request for definitive voluntary leave by the doctoral student.
 - b) Exceeding the deadlines for the duration of the studies, as well as the extensions, if applicable, without having delivered the doctoral thesis.
 - c) The denial of extensions by the Academic Committee.
 - d) The fact of having presented the research plan and the document of activities after the set deadline.
 - e) The fact that the PhD candidate has been evaluated negatively and/or with the qualification of not presented in two consecutive calls, in accordance with article 21.
 - f) When the registration during an academic year has neither been formalized nor a request for a temporary leave of absence from those established in article 12 has been issued.

Article 14. Transfer between Doctoral Programmes of RD 99/2011

1. People who have started doctoral studies at the UdL or at another university, in accordance with Royal Decree 99/2011, and want to submit their thesis at the UdL in another programme, must apply for access and admission to the new Programme in the scheduled terms.
2. The student will have to present an academic certificate on the status of the Doctoral studies completed, which will include the data of the Doctoral Programme of origin, the years in which the doctoral student or doctoral candidate has formalized the registration for the thesis supervision, data of both tutorship and supervision of the thesis, the title of the research plan if it has been submitted, the rating of the annual assessments and the training activities carried out.
3. The doctoral student can upload to the RAPI the activities carried out in the Programme started. The Academic Committee of the Doctoral Programme must assess whether the training completed can be recognised.
4. For the purposes of the duration of the studies, the first year will be the registration date of the course that has accessed the new Doctoral Programme.

TITLE V. SUPERVISION OF DOCTORAL STUDENTS

Article 15. Assignment of Tutor

1. In the admission decision, the Academic Committee must assign the tutor to the PhD student, in accordance with the letter of acceptance signed by this tutor and delivered with the admission application, in accordance with article 6.2.
2. The tutor must be a professor with an active contract at the UdL and must be part of one of the research lines of the corresponding Doctoral Programme.
3. The tutor is responsible for ensuring the interaction of the PhD student with the Academic Committee, informing the PhD student about procedural issues and ensuring compliance with the training activities and procedures related to annual evaluations.
4. The Academic Committee, either at the request of the PhD student or the tutor and whenever there are justified reasons, can modify the appointment of the tutor, at any time, up to the penultimate year of enrolment of the PhD student.

Article 16. Assignment of the Supervisor

1. In the admission decision, the Academic Committee must appoint the director of the doctoral student. In the event that this is not possible, the Commission will have to assign a thesis director, within a maximum period of 6 months, from the first registration of the doctoral student.
2. The thesis supervisors must be Spanish or foreign doctors, with accredited research experience, who may be active professors at the UdL or another university or institution. The research experience must be justified by the possession of at least one active research term or equivalent merits.
3. The director is responsible for the research and the work plan of the doctoral thesis.



4. The Academic Committee can assign two thesis supervisors:
 - a) For academic reasons
 - b) If one of the supervisors is junior research staff. In this case, the other director must comply with the requirements indicated in section 2 of this article.
 - c) If during the thesis preparation period the assigned director retires. The Academic Committee can authorize the co-direction of a thesis by a retired professor, as long as it is justified that he or she continues to carry out research in a field related to the topic of the thesis.
5. The Academic Committee can assign three thesis supervisors, exceptionally, as late as in the second academic year:
 - a) In the case of theses carried out under joint supervision provided this is established in the agreement.
 - b) If there is a scientific justification that requires a third director. In this case, the third co-director cannot belong to the same department, bodies, centres, institutions or entities with R+D+I activity, public or private, national or foreign, as the other two directors.
6. As an exceptional case, the Academic Committee can change the appointment of the director at the request of the PhD student, the director, or ex officio provided the change is fully justified.
7. Requests for a change of direction or the inclusion of a co-director may be submitted as late as the penultimate year of enrolment of the PhD student, within the deadlines established in the academic calendar.
8. It is recommended that a thesis supervisor should supervise a maximum of 5 theses per year (or 10 if they are co-supervised). In certain cases, the Academic Committees may determine a higher number of theses per director, provided specific circumstances justify it.

Article 17. Commitment to Good Practices (Doctoral Letter)

1. The management of the ED, the PhD student, the thesis supervisors and the tutor, must sign a document that sets out the rights and obligations of researchers in training, supervisors and tutors. Researchers, supervisors and tutors must agree to these rights and obligations in order for the registration to be processed.
2. The modification of thesis supervisors, tutors, or lines of research entails the signing of a new document.
3. The formalization of the Doctoral letter must be submitted simultaneously with the application to the corresponding Doctoral Programme.

TITLE VI. MONITORING AND EVALUATION OF DOCTORAL STUDENTS

Article 18. The Research Plan

1. In the academic year in which he/she has enrolled for the first time, the PhD student must present a research plan that must be supported by his/her thesis director and his/her tutor and which must include the following items: the provisional title of the thesis, the objectives, the theoretical framework, the methodology, a planning of the training activities to be carried out, the expected results, a relevant bibliography, the planning of the thesis and the calendar foreseen as to its completion.
2. The research plan must include a data management plan and the ethical considerations of the research, as well as the processing of personal data.
3. Each Academic Committee, within the framework of its Doctoral programme, can develop and make public specific recommendations and criteria for the preparation of the research plan.
4. The tutor and the supervisors of the thesis must issue a report that supports the research plan. The report model is public on the website of the Doctoral School.
5. The research plan and the report of the directors and the tutor must be incorporated into the online evaluation tool by the PhD student and the supervisors, respectively.
6. The presentation and completion of the research plan, during the first year of enrolment, is a requirement to continue in the programme.
7. The evaluation of the research plans will be carried out by the Academic Committees, in the terms corresponding to the calls for evaluation established in the Doctoral academic calendar, published on the School website. The grades will be uploaded online for each PhD student, by the coordinators of the corresponding PhD programmes.
8. In the event that the Academic Committee considers that a Research Plan does not fulfil the requirements of the Doctoral programme, PhD candidates and corresponding thesis supervisors will be informed about ways to improve the proposal, on the one hand, and a new submission deadline, on the other. The deadline cannot exceed 6 months. If, in the end, the research plan is not approved, the PhD student will be permanently withdrawn from the programme.
9. The research plan may be modified throughout the PhD studies and will be evaluated in the annual follow-up calls. Changes that involve a rethinking of the objectives of the thesis will lead to a new presentation and evaluation of the research plan.

Appendix 19. Document of Activities of the Doctoral Student

1. Research staff in training enrolled in a Doctoral programme must upload the various activities (training, transversal and specific) that they have conducted in the online evaluation tool established by the UdL.
2. The activities document consists of all the activities conducted by the PhD candidate, from when the first registration for the PhD is due until the end of their studies.

3. The activities must be recorded in the electronic tool established by UdL and must be certified by means of the corresponding certificate.
4. The training activities must be aimed at developing the basic skills of a researcher and must be agreed between the PhD student, the tutor and the director of the thesis, depending on the research plan presented.
5. This document must be reviewed by the thesis supervisors and evaluated annually by the Academic Committee of the Doctoral programme, in accordance with the Doctorate academic calendar.

Article 20. Monitoring and Annual Evaluation of the Research Plan and the Activities Document

1. From the second year of registration onwards, the doctoral student must participate in the annual follow-up call.
2. The PhD student must submit online (RAPI) the training activities that s/he has conducted plus a self-report in which the progress made regarding the original work plan is specified.
3. Directors, co-directors and thesis supervisors must submit their corresponding follow-up report in the online evaluation tool. This report must specify whether the accomplishment of the original objectives have been achieved. When tutor and director are the same person, the report will be uploaded in the role of thesis director. Directors external to the UdL have access to the online evaluation tool, and must also submit their annual evaluation report.
4. The academic committees will evaluate the progress of the PhD student and upload the grade to the online evaluation tool. In the event of a FAIL, PhD students and thesis supervisors will be informed. PhD students will be able to submit a new self-report within a maximum period of 6 months.
5. Passing the annual assessment, up to the presentation of the thesis, is mandatory in order to be able to continue in the Doctoral programme and to be able to formalize the academic tutelage registration for the following year.

Article 21. Qualifications

The grades that the Academic Committees may award in the evaluation of research plans and annual follow-ups are:

- a) **Pass:** PhD students will obtain a "PASS" mark if they meet the requirements established in the Doctoral programme.
- b) **Conditional Pass:** PhD students will obtain a "CONDITIONAL PASS" mark if they meet the requirements established in the Doctoral programme, but have to make some formal change in the research plan or in the annual self-report. In these cases, it will be essential that the PhD students amend the documents in accordance with the committee's requirements. Doctoral students will be able to register for the following course, but they will have to make the amendments required within the deadline indicated by the academic committee.



- c) **Fail:** PhD students will obtain a "FAIL" mark when they do not meet the requirements established in the Doctoral programme. The PhD student who does not pass the ordinary call for annual evaluation may re-sit at the extraordinary summons, within the established deadlines. A second negative evaluation implies a definitive withdrawal from the programme.
- d) **Not submitted:** PhD students will obtain a "NOT SUBMITTED" mark if they do not submit the research plan or the annual self-report in the ordinary call. In these cases, doctoral students must submit either the research plan or the annual self-report in the extraordinary call. A negative evaluation in the extraordinary call or failure to submit the documents will result in the PhD student's permanent withdrawal from the Doctoral programme. According to the regulations of the Doctoral School, two negative evaluations mean permanent withdrawal from the Doctoral programme.
- e) **Unassessable:** The PhD student who has been granted a temporary leave will be assessed with a qualification of "unassessable". However, the academic committees will be able to assess each particular case and propose another qualification, if they consider it appropriate.

TITLE VII. THE DOCTORAL THESIS

Article 22. Presentation

1. The doctoral thesis consists of original research work on a subject related to the scientific, technical or artistic field specific to a Doctoral Programme.
2. The presentation of the thesis will be possible as long as the PhD student has successfully passed the corresponding annual evaluations of his research plan and completed the required hours of training as specified in the Activities Document uploaded. The requirement that the PhD student must fulfil is the following: he must have passed the research plan in the first year and the annual report that follows the research plan in the second year.
3. The annual evaluation of the academic year in which the PhD candidate submits the thesis may be performed outside the evaluation deadlines established in the academic calendar. This evaluation will therefore coincide with the assessment of the thesis by the Academic Committee. In any case, the PhD student must update the training activities in the electronic evaluation tool.

Article 23. Format of the Doctoral Thesis

1. The cover page of the doctoral thesis must conform to the model published on the website of the Doctoral School.
2. It must include a one-page abstract in Spanish, Catalan and English.
3. The thesis may be written in Spanish, Catalan or English. The writing of the thesis in a language other than those provided must be previously authorized by the Academic Committee.
4. In theses completed within the framework of an inter-university agreement, the cover page must include the logo of all the participating universities.

Article 24. Submission of the Doctoral Thesis

1. Upon completion of the doctoral thesis, PhD students can submit the submission application to the Doctoral School via the UdL electronic register.



2. Alongside the submission application, PhD students must submit the following items:
 - a. The thesis report in pdf format.
 - b. The suitability report from supervisor(s) and tutor(s). The activities document properly signed by the tutor.
 - c. Declaration signed by the PhD student indicating that the thesis is original, that the ethical and good practice codes have been complied with and that the thesis does not contain plagiarism. According to the latter, they must state that they know and consent to their thesis being subjected to a verification procedure so as to ratify its unique contribution to academic knowledge.
3. The director or the tutor of the doctoral thesis must submit the corresponding application form whereby the following information is specified:
 - a. The proposal of two evaluators external to the UdL. The evaluators must be doctors with a solid research experience in the field of expertise of the subject of the thesis and they can neither be co-authors of the articles included in the thesis nor have any other conflict of interest with the PhD candidate.
 - b. The proposal of the tribunal and the curriculum vitae of all the members.
 - c. Declaration signed by the thesis supervisor that the codes of ethics and good practices have been complied with and that s/he is not aware of any plagiarism.
4. The deadline for the submission of the doctoral thesis is the submission date established for each PhD student.

Article 25. Authorization of the Submission and Subsequent Defence of the Doctoral Thesis

1. Once the School receives the submission application from the PhD student and the supervisor, within a maximum period of 10 working days, the thesis and the evaluation form will be sent to the two external evaluators proposed by the supervisor. The evaluators will have one month to issue the evaluation report, which will be sent directly to the Doctoral School.
2. The Academic Committee, within a maximum period of one month, will evaluate the thesis, together with the two evaluation reports from external examiners and issue a favourable unfavourable or favourable with revisions report to process the submission authorization and subsequent defence of the doctoral thesis.
3. The Academic Committee, if it deems it appropriate, may request a third external evaluation report from an expert in the subject of the thesis.
4. If the Academic Committee resolves favourably, the Doctoral School Secretariat will notify the interested parties and send the thesis to the UdL Secretariat so that it can be deposited and put on public display for 10 calendar days. During this period, the report can be consulted by any doctor, who can address the Academic Committee of the Doctoral programme with various considerations and suggestions. In this case, the Standing Committee of the Steering Committee will make a final decision according to the information gathered from the thesis supervisor, the Academic Committee of the Doctoral programme and, if necessary, experts on the academic field of the thesis.

5. If the Academic Committee issues an unfavourable report, the Doctoral School Secretariat will contact the parties involved so that they can make the amendments required by the Committee.
6. The academic Secretariat of the Doctoral School will publicize the deposit through the School website and the UdL virtual campus.

Article 26. Doctoral Thesis Evaluation Committee

1. The Academic Committee must approve the suitability of the members of the tribunal proposed by the thesis supervisor.
2. The Committee must consist of three titular members (president, secretary and member), and two alternate members.
3. The majority of the members of the committee must be external to the UdL. Only one active professor from the UdL can be a member of the committee. External members can neither be associated with the UdL, nor with the institutions and research centres collaborating with the UdL. It is recommended that one member of the thesis tribunal be based at the UdL and act as secretary. As secretary, s/he will be in charge of all the procedural issues associated with the academic act of defending the thesis and the issuing and custody of the minutes of the committee. As far as the alternate members of the committee are concerned, it is likewise recommended that one of the members be based at the UdL.
4. Both when the thesis defense (viva) is conducted by video conference and when it is carried out under a co-supervision regime, one of the titular members must be an active professor at the UdL who will act as secretary.
5. In order to comply with gender parity requirements, at least one member of the committee must be a woman. If well-founded and reasonable justification is presented, the Academic Committee might rule out this requirement.
6. Retired teachers, teachers on leave, teachers in special services and honorary emeritus teachers will be considered external members of the UdL. However, emeritus teachers hired by the UdL will not be considered external members of the UdL.
7. All members of the committee must hold a Doctoral degree and accredited research experience.
8. Neither the thesis supervisors nor the tutors can be part of the tribunal unless the thesis under evaluation is part of a co-supervision agreement wherein this is accepted.
9. External evaluators may be part of the committee.
10. When the thesis is presented in the format of articles, the co-authors of the publications cannot be part of the committee.
11. At least one member of the committees for theses that opt for the International Doctoral Research Component must be from a foreign higher education institution or research centre different from the one where the doctoral student carried out his or her research stay.

Article 27. Defence of the doctoral thesis (Viva)

1. Once the deposit period has passed, the tribunal member from the UdL will have to communicate the date of the defence. This communication must be made, at least, 15 days before the scheduled date.
2. From the day after the thesis is deposited at the general secretariat, upon agreement by the Academic Committee, until the first possible day of reading, a minimum of 15 calendar days and a maximum of 4 months must pass. If this time-limit expires, the agreement will become invalid and the doctoral thesis submission procedure will have to be restarted.
3. The defence date is agreed upon among the PhD candidate, the thesis supervisors and the members of the tribunal. The defence (viva) must be done on a working day. The thesis cannot be defended during the UdL's minimum service periods.
4. The thesis defense (viva) will be held in open session. The Doctoral School's secretariat will publicise the viva both on its webpage and on the virtual campus.
5. The thesis defense (viva) must take place in-person at the University of Lleida. The academic commissions may authorize video conference vivas only in exceptional cases.
6. After the thesis defense (viva), the tribunal must issue a written report and award an overall grade: not suitable, pass, remarkable or excellent.
7. At the end of the viva, the president of the tribunal must publicly communicate the qualification obtained to the PhD candidate. The secretary must issue the corresponding grading report, which must be signed by all the members of the tribunal and sent to the Doctoral School's secretariat.
8. If the thesis has obtained the overall grade of excellent, the tribunal can propose that the thesis be awarded a Cum Laude distinction. The tribunal members will hold a secret vote, and the Cum Laude distinction will be awarded only if all members of the tribunal have voted in favour of it. The scrutiny must take place in a different session from the one corresponding to the defence of the doctoral thesis, in the presence of the director of the Doctoral School and minutes must be drawn up.
9. The secretariat of the Doctorate School will communicate the final grade to the PhD student.
10. In the event that the doctoral student does not agree with the qualification obtained, he or she has the possibility, within ten working days from the day after the viva, to submit to the registry a reasoned request for review addressed to the director of the School. The director of the School must request a report from the president of the tribunal. In the same resolution, the director of the School must also grant the doctoral student a hearing procedure of fifteen working days so that, once the explanations of the President of the tribunal have been heard in the first five working days of this period and in view of the report, allegations can be presented if considered appropriate. Upon discussion of the report with the PhD student, the president of the tribunal must issue a review report and send it to the Doctoral School within a maximum of ten working days, running from the date in which the request from the director was received. The Doctoral School must send a copy of the report to the PhD student so that s/he can lodge statements of case within the time period granted.



11. The director of the School, given the report and the statements of case presented, if applicable, must issue a resolution in which the qualification awarded by the tribunal is either confirmed or amended. The PhD student can submit an appeal before the rector of the UdL within a month, running from the day after the notification. Once this term has passed without an appeal being filed, the grade awarded by the tribunal or modified, if applicable, by the director becomes final.

Article 28. Archiving and publication of the doctoral thesis

1. Once the doctoral thesis has been approved, the University of Lleida ensures that the thesis is entered in open access electronic format both in the institutional repository of the UdL and in the institutional repository for depositing read and approved theses in the universities belonging to the university system of Catalonia (Tesis Doctorals en Xarxa [online doctoral theses], www.tdx.cat), according to the agreement reached by the Board of the Interuniversity Council of Catalonia at the meeting of October 6, 2011.

For this purpose, the author of the thesis must submit the signed authorization and the rest of the required documentation on the School's website, in order to be able to publish it.

2. In order to be able to apply for the title of Doctor, the doctoral student must previously deliver the documentation to make the publication of the thesis effective in the repositories.
3. If the thesis contains confidential aspects or if the author has signed a contract with a publisher to which the doctoral student assigns his or her rights, the publication of the thesis in the TDX is carried out once the copyright protection process has been completed or the period of assignment of copyright to a publishing house has ended.

Article 29. Doctoral thesis presented as a compendium of articles

1. At the time of the submission of the doctoral thesis, it must contain a minimum of four academic articles, of which at least two must be either published or accepted for publication.
2. The academic articles must be the result of the PhD candidate's research plan and, therefore, prepared and published after the first registration for the PhD studies.
3. The PhD candidate must be the first or second author in at least two of the articles.
4. Each Academic Committee will set the quality index for the articles that are part of the theses by compendium. The criteria will be unique for each Doctorate programme and must be made public on the web.
5. The thesis must include:
 - a) A one-page summary in Catalan, Spanish, English and, if deemed necessary, in any other language.
 - b) An introduction to the subject being investigated and the objectives to be attained.
 - c) The methodology used.
 - d) The published and accepted articles and manuscripts that make up the thesis.
 - e) A global discussion of the results.
 - f) Final conclusions.
 - g) Bibliography.



6. The PhD candidate must attach to the doctoral thesis submission request, in addition to the documentation specified in article 24:
 - a) A letter from the thesis supervisors on the impact and/or categorization of the journals that have accepted or published the articles included in the doctoral thesis.
 - b) In the case of articles authored by more than one person, these articles cannot be part of more than one doctoral thesis. As proof of this, the PhD candidate must provide a document signed by the other co-authors of the article, which must contain the following:
 - A declaration that the article has not been presented as part of any other doctoral thesis.
 - The authorization of co-authors, both Doctors and non-Doctors, to include the article in the PhD candidate's own thesis.

Article 30. Thesis with associated confidentiality agreements

1. When the thesis is subject to a confidentiality agreement or when it is possible for patents to be generated on the content of the thesis, the PhD candidate must file, at the time of submission of the thesis, a request to the Academic Committee so that his or her thesis is treated with confidentiality.
2. The PhD candidate must submit a copy of the agreement signed with the company or institution that specifically states that the contents of the doctoral thesis must be treated confidentially.
3. The members of the Academic Committee of the Doctorate programme to which the author belongs have the duty to maintain absolute confidentiality of the content in the doctoral thesis and must sign the corresponding confidentiality commitments, which must indicate the specific period of time during which they commit to maintain confidentiality. These signed commitments must remain in the custody of the secretary of the Academic Committee of the Doctorate programme. The PhD candidate can request a copy.
4. If they are not part of the panel proposed for the thesis defense (viva), the two external evaluators must duly sign the confidentiality agreement before the review process and must return their copies of the thesis to the PhD candidate.
5. The members of the tribunal must be expressly warned of the circumstances surrounding the thesis. While they must have access to the complete version of the thesis, they have the obligation to maintain secrecy and absolute confidentiality about the content, for which they must sign the confidentiality commitment document, and must return the duly signed copy.
6. Before the thesis defense (viva), the UdL member of the tribunal must notify the Academic Committee of the specific protocol that will be followed in order to guarantee its confidentiality.

TITLE VIII. ISSUANCE OF DOCTORAL DEGREE CERTIFICATE

Article 31. Request and issuing

1. Once the PhD student has acquired the skills and abilities required for scientific research quality, which culminate with the preparation and defence of a doctoral thesis, s/he must request the doctoral degree certificate and pay the corresponding fee.



2. While awaiting issue of the official certificate by the Ministry of Education, a receipt of payment of the rights to issue the title will be provided. Such a provisional certification will attest that the involved party has been awarded a doctoral degree.
3. The certificate may include, where appropriate, the cum laude mention, in accordance with the provisions of article 27 of these regulations.

Article 32. Joint Doctorate degrees obtained by passing an interuniversity Doctorate programme

1. The issuance of joint Doctorate degrees obtained by passing a joint Doctorate programme is governed, in addition to what is laid down by the applicable legislation, by what is established in the agreement signed by the universities for this purpose.
2. The degree must be jointly issued by the rectors of the participating universities and the issue must be materialized in a single document containing the emblems and attributes of all the universities and the signatures of their rectors.

Article 33. Mentions in the Doctoral degree certificates

1. **International mention.** The Doctoral degree certificate may include the International Doctorate mention on the obverse, provided that the following requirements are met:
 - a. That while enrolled in doctoral thesis supervision, the PhD student has spent a minimum of three months conducting research that has been approved by the UdL in an institution of higher education or in a prestigious research centre outside Spain.
 - b. The stay must be endorsed by the thesis supervisor and authorized by the Academic Committee of the Doctorate programme.
 - c. Once the stay has ended, the doctoral student must request a certificate from the centre in which he/she has been. This certificate must state the exact dates of the stay, the supervisors of that centre and the activity carried out. This certificate must be included in your activity document.
 - d. A stay in the researcher's country of habitual residence will not be accepted in order to qualify for the international mention. However, if the stay is made, it must be registered in the activity document.
 - e. The PhD student can stay in different institutions, as long as the sum of all of them is at least 3 months.
 - f. That the doctoral thesis, or a part of it (at least the abstract and conclusions), is written in one of the usual languages for scientific communication in its field of knowledge other than any of the official languages of Spain. A part of the thesis must also be presented in one of the aforementioned languages in the thesis defense (viva). This rule is not applicable when the research stays and the reports from experts in the given field come from a Spanish-speaking country.
 - g. That the independent reports on the PhD thesis are provided by a minimum of two external experts who belong to a higher education institution or research centre different from the centre where the PhD student has done his or her research stay and who are from outside Spain.



- h. That at least one of the members of the thesis defense (viva) tribunal is an expert on the research field of the thesis who belongs to a higher education institution or research centre in a state other than Spain. This person must come from a different centre than the one where the research stay was carried out.
 - i. That the thesis defense (viva) has been carried out at the UdL. In the case of joint PhD programmes, either in any of the participating universities or in accordance with the terms set forth in the collaboration agreements.
 2. **Industrial mention.** The Industrial Doctorate mention can be included on the obverse of the Doctoral degree certificate, given that both the PhD student and his or her thesis comply with the circumstances established to that effect in article 15 bis of Royal Decree 99/2011, of January 28, which is the legal framework regulating official doctoral studies (modified by Royal Decree 195/2016).

TITLE IX. THESIS UNDER INTERNATIONAL CO-TUTORING REGIME

Article 34. Scope of application

This procedure is applicable to students of Doctoral programmes who wish to write and defend a doctoral thesis under co-supervision.

Article 35. Object

Within the framework of doctoral studies, a procedure for joint supervision of theses is established between the UdL and other foreign universities to facilitate the mobility of doctoral students and the scientific collaboration of the teaching staff involved, following the principle of reciprocity. The PhD student will obtain a Doctoral Degree certificate from each of the Universities.

Article 36. Prerequisites for the co-supervision procedure

1. Candidates who wish to write and defend a doctoral thesis under co-supervision must meet the access requirements and be admitted to a Doctorate programme at the University of Lleida, in accordance with the procedures and legal provisions in force.
2. Admission to a PhD programme at the University of Lleida must be formalized through the corresponding registration.
3. The University of Lleida must have approved the PhD student's research plan, in accordance with what is established in article 18 of these regulations.

Article 37. Co-supervision agreement

1. Thesis co-supervision is carried out within the framework of a specific agreement between two universities; it involves a specific regulation for each doctoral student and is governed by the legal regulations for Doctorates and by the rules and legislation applicable to Doctoral studies at the University of Lleida.
2. The agreement must involve the principle of reciprocity and the signatory universities must recognize the validity of the doctoral thesis defended within its framework and must grant the title of Doctor, in accordance with the regulations applicable in each.
3. The specific co-supervision agreement must respect the regulations in force, both of the UdL and of the other signatory university, in relation to both the writing of the thesis and the thesis defense (viva).



4. The Doctoral School will provide interested parties with a co-supervision agreement template. At any rate, the agreement must contain the following information:
 - a. The thesis co-directors and tutor.
 - b. The time periods in which the doctoral student must carry out research in each of the universities and the activities to be carried out.
 - c. The institution where the thesis defense (viva) will take place.
 - d. The commitment of the two institutions to award the PhD student a Doctoral degree, based on a single thesis defense (viva).
 - e. The language the thesis will be written in.
 - f. The language used in the thesis defense (viva).

Article 38. Application and authorization of joint co-supervision and establishment of the agreement

1. The PhD candidate must apply for thesis co-supervision to the Academic Committee of the PhD programme in which he/she is enrolled. The maximum deadline for requesting authorization is before the end of the second academic year of enrolment.
2. The Academic Committee of the programme must resolve the requests that have been submitted authorizing or not the thesis co-supervision.
3. If the request has been authorized, the Doctoral School will manage the formalization of the agreement, which must be signed by the rectors of the two universities or by the persons to whom this task is delegated.

Article 39. Acceptance of the research plan and preparation and defense of the doctoral thesis under co-supervision

1. All PhD students writing a doctoral thesis under joint supervision must have their research plan accepted by the University of Lleida, in accordance with the established procedure.
2. Doctoral students must prepare their doctoral thesis under the control and responsibility of a thesis supervisor from each of the universities that have signed the co-supervision agreement.
3. The time to prepare the thesis cannot exceed the official PhD submission date.
4. Doctoral students must carry out a stay at each of the institutions of a minimum of 6 months, which can be conducted at intervals.
5. During the period of preparation of the thesis, PhD students must register each academic year, for the duration of their studies, at both universities. At the University of Lleida, PhD students will have to pay the school insurance in full, if applicable, and the corresponding fees for specific services and learning support. Regarding the concept of academic supervision, it will be paid on the academic course or courses of stay at the University of Lleida. At any rate, the price regime for registration will have to be defined in the agreement and will be subject to the public fees established by the Generalitat de Catalunya.
6. Doctoral students must submit the monitoring of the progress of their PhD thesis to the Academic Committee annually, in accordance with what is established in articles 19 and 20. They must also carry out the established learning activities and submit them for the corresponding annual evaluation.
7. The thesis must be the subject of a single thesis defense (viva) at one of the universities. The PhD student must pay the fees corresponding to the thesis reading at the UdL.



8. The financing of the expenses of the members of the tribunal is the responsibility of the university that hosts the thesis defense (viva).
9. The two universities must ensure the publication, exploitation and protection of research results, in accordance with current regulations on intellectual property and with the specific procedures of each country.
10. The Doctoral degree certificate obtained at the University of Lleida includes the following text on the obverse: "Thesis under co-supervision with the University U".

Article 40. Procedures for defending the thesis

1. To defend the thesis at the University of Lleida, the corresponding procedures must be completed, in accordance with the applicable regulations.
2. Prior to the defence, the PhD student must follow the procedure for the submission of the doctoral thesis established in article 23 of these regulations.
3. To defend the thesis at a foreign university, the procedures must be carried out in accordance with the current legislation of that country. However, in order to be able to apply for a Doctoral degree at the University of Lleida, the PhD student must meet the following requirements:
 - a. Having paid the registration fees for the academic courses in accordance with what is established in article 9.
 - b. Having obtained the favourable agreement of the Academic Committee for the deposit and subsequent defence of the doctoral thesis, in accordance with the provisions of article 25 of these regulations.
 - c. Submit the official certificate of the reading record which states, at least, the date of reading, the members of the tribunal with their affiliation and the qualification obtained. In the event that the certificate has not been issued either in Spanish, Catalan or English, it has to be submitted accompanied by its official translation into either Spanish or Catalan.
 - d. Submit the documents required for the publication of the thesis in the institutional repository of the University of Lleida and the TDX theses repository, and also the form filled in with the necessary data for the TESEO database according to the standardized model.

TITLE X. ECONOMIC ASPECTS OF REGISTRATION

Article 41. General considerations

1. These regulations apply to everything that does not contradict the Decree of the Generalitat de Catalunya which sets the fees of academic services at public universities and the Open University of Catalonia and other applicable laws.
2. The financial regime that applies to Doctoral studies, in everything that is not specific, is that established in the University of Lleida Academic Regulations for Master's Degrees.

3. Enrolment implies that PhD students must pay in full the price of academic supervision, fees, insurance, voluntary services, if applicable, and possible surcharges that are determined annually by the Generalitat de Catalunya and the agreements established by the Social Council of the UdL.
4. Universities require, as a precondition for both enrolment and the issuance of certificates, the payment of the outstanding amounts for enrolment in degrees and academic years at the university or centre to which the decree is applicable, as well as the payment of the corresponding late interest, if applicable. The UdL must therefore claim the pending payment that a PhD student may owe, before authorising the formalisation of a new registration and the issuance of supporting documents.

Article 42. Cancellation of registration with refund of fees:

1. The doctoral student may withdraw from enrolment in the Doctoral studies for justified reasons, with the knowledge of both the tutor and the thesis director, within the deadlines established in the academic calendar.
 - a) The cancelled registration will be refunded in the following cases:
 - Serious illness, or other health issues. This situation must be justified by means of a certificate of Temporary Incapacity for Work or an official medical certificate.
 - Unfavourable resolution of a predoctoral grant or renunciation of a predoctoral grant. The aforementioned resolution must be presented, or the letter of resignation presented to the corresponding body, or the resolution of this entity. Tuition aid will be withdrawn, the registration will be cancelled, and the registration fee will be refunded. The Predoctoral Aids Unit will be informed about it.
 - Exceptionally, registration may be cancelled in those justified cases in which the cancellation is compensated by a new registration for a Doctorate at the UdL; this compensation will not apply to either academic record management or learning support fees paid on the cancelled enrolment.
 - b) Under no circumstances will the amount corresponding to the learning support fee, academic record management fees, compulsory insurance, contracted services and voluntary contributions be refunded.
 - c) The manager of the University of Lleida will resolve requests to cancel enrolment where there are reasonable grounds to refund registration fees.
 - d) Effects of registration cancellation

The cancellation of registration involves:

 - The cessation of the academic and administrative effects of the registration of the academic year in which it has taken place.
 - The loss of the status as doctoral student, with the exclusion of the benefits to which the PhD student is entitled, such as the right and the duty to undergo assessment.

First additional provision. Extraordinary Doctoral Awards

The call, the requirements and the awarding of the Extraordinary Doctoral Awards are regulated in the Regulations for the awarding of Extraordinary Doctoral Awards (Approved by the Management Committee of the Doctoral School on March 22, 2021).

Second additional provision. Video conference thesis defense (viva)

Video conference thesis defenses (vivas) are regulated by the Protocol for the online defence of theses approved by the Management Committee of the Doctoral School on May 15, 2020.

Third additional provision. Conflict resolution

In the event of conflicts occurring between doctoral students and their thesis supervisors, during the different stages of the Doctorate, the general procedure of the UdL for the resolution of conflicts must be followed, though it will be circumscribed to the area of Doctoral studies.

Fourth additional provision. Term calculations

For the purposes of calculating the administrative deadlines, the holiday periods in which the University of Lleida is in minimum services (Easter Week, Christmas and summer) will not be considered.

First final disposition. Development and amendment of the academic regulations for Doctoral studies

The Management Committee of the Doctoral School can both develop and amend these regulations in the exercise of its powers.

Second final disposition. Entry into force

These regulations enter into force in the academic year 2022/2023, after publication in the Official Gazette of the University of Lleida.

Derogatory provision.

This regulation repeals Agreement no. 67/2014 of the Governing Council of 04/10/2014 approving the Academic Regulations for Doctoral Studies of the University of Lleida.

This regulation repeals the Doctoral theses co-supervision procedure, approved by Agreement no. 236/2013 of the Governing Council on October 30, 2013 and amended by Agreement no. 21/2019 of the Governing Council on February 28, 2019.