

DOCTORAL ADMINISTRATIVE PROCEDURES DEADLINE CALENDAR

Ordinary period of PhD completion:

3 years (Full Time), 5 years (Part Time)

Exceptional extension periods:

2 years (Full Time), 3 years (Part Time)

READ THIS BEFORE CARRYING OUT ANY PROCEDURES

IMPORTANT NOTE:

The administrative procedures set forth below should never be carried out directly through the Academic Committees of the Doctoral Programs. If this rule is not respected, there would be no official record of the procedure carried out and it would be invalidated.

INFORMATION NOTE 1:

*The tasks marked in **RED** they are **MANDATORY ANNUAL REALIZATION**.*

INFORMATION NOTE 2:

The PhD Academic Course is between October 1 and September 30 of the following year.

DISCLAIMER:

The dates referred to in this document correspond to the academic year in which the procedure is carried out.

1. EXTENSION REQUEST:

Applicant: Doctoral student

Application medium: [CAU to EIDUAL](#)

Deadline for application: From October 1 of the course in which the permanence ends, until the end date of the permanence period (consult the RAPI platform for the student's permanence deadline)

2. REQUEST FOR TEMPORARY SUSPENSION(Always for the next course):

Applicant: Doctoral student

Application medium: [CAU to EIDUAL](#)

Deadline for application: From May 1 to September 15

Exception due to force majeure: Only in very exceptional cases of health or major causes, the suspension may be requested for the current course and always before May 1.

3. CHANGE OF MODALITY:(full-time to part-time)

Applicant: Doctoral student

Application medium: [CAU to EIDUAL](#)

Deadline for application: At any time before the end date of the term of permanence (consult in [RAPI platform](#) the student's permanence deadline)

4. APPLICATION FOR EQUIVALENCE OF FOREIGN DEGREES TO THE ACADEMIC LEVEL OF DOCTOR:

Applicant: The interested

Application medium: [GENERAL REGISTRY of the University of Almería](#)

Deadline for application: From December 1 to 31 of each year

5. CONFIRMATION/MODIFICATION OF THE RESEARCH PLAN AND TRAINING ACTIVITIES (MANDATORY ANNUAL TASK FOR DOCTORAL STUDENTS, DIRECTOR, TUTOR AND ACADEMIC COMMITTEE):

- **Confirmation/modification of the Research Plan by the doctoral students:**

Registering person: Doctoral student

Record medium: [RAPI application](#)

Registration period:

- General Term*: From the day the PhD student receives the email that they have been enrolled, until April 30
- Term for students with Conditional Enrollment**: From the day the PhD student receives the email that they have been enrolled, until March 30.

Clarifications:

- * **Students enrolled for the first time:** They must enter the Research Plan in the RAPI application, already provided in the pre-registration process (or a readjustment thereof). They can do this from the moment they enroll and until April 30 of their first academic year. If this operation is not carried out, the students will not be able to be evaluated and, therefore, they will not be able to be enrolled in the second course, thus being excluded from their continuation of studies.
- ** Students with Conditional Enrollment are those who have not passed the annual evaluation of the Academic Committee and have 6 months to re-evaluate.

- **Record of Training Activities by doctoral students:**

Registering person: Doctoral student

Record medium: [RAPI application](#)

Registration period: From the day the PhD student receives the email that they have been enrolled, until July 15 (unless the PhD student is going to deposit the thesis, in which case this procedure must be carried out prior to the deposit)

- **Review and Report of the tutors on the Training Activities provided by the doctoral students:**

Person who reviews and reports: student tutor

Record medium: [RAPI application](#)

Registration period: From July 16 to 31 (unless the PhD student is going to deposit the thesis, in which case this procedure must be carried out prior to the deposit)

- **Review and Report of the directors on the Research Plan of the doctoral students:**

Person who reviews and reports: Student Director

Record medium: [RAPI application](#)

Registration period: From May 1 to July 31 (unless the PhD student is going to deposit the thesis, in which case this procedure must be carried out prior to the deposit)

- **Student evaluation by the Academic Commissions:**

Person who records the evaluations: Coordinator of each Doctoral Program

Record medium: [RAPI application](#)

Registration period: From September 1 to 15 (unless the PhD student is going to deposit the thesis, in which case this procedure must be carried out prior to the deposit)

***Informative note:** If the student obtains a Fail grade, they will be evaluated again within a maximum period of 6 months from the date of the first grade.*

6. INCORPORATION OF A SECOND OR THIRD DIRECTOR*

Applicant: The interested

Application medium: [CAU to EIDUAL](#)

Deadline for application: within the first two courses of enrollment of the student and always, before the thesis deposit.

***Informative note:** A Third Director is only possible in the case of International Joint Supervision, and only the supervisor of the Thesis at the Foreign University can act as third director.*

7. GUARDIAN MODIFICATION

Applicant:The interested

Application medium: [CAU to EIDUAL](#)

Deadline for application:At any time before the thesis deposit

Approved by the Board of Directors of the International Doctoral
School of the University of Almería on December 20, 2022