

## QUICK GUIDE

DP: Doctoral Programme; ACDP: Academic Commission of the Doctoral Programme; RPTP: Research and Personal Training Plan.; DA: Document of Activities;
   
 VP: Vice-Chancellor's office for Postgraduate Studies and Continuous Education; DOKe: UPV/EHU Doctoral School

What	Who	How	When <sup>R</sup>
1. <sup>R</sup> Contact with Research Groups and/or ACDP	Doctoral student	<a href="#">List of Doctoral Programmes</a>	On completion of the studies that qualify you to undertake a Doctorate ( <a href="#">Document explaining the access options for preregistration on a doctoral programme</a> )
2. <sup>R</sup> Agreement on the research topic and director(s)	Doctoral student and director(s)		
3. <sup>R</sup> The ACDP is notified of the agreement regarding the thesis director(s)	Director(s)	By email or other procedure established by the relevant ACDP.	Before the pre-registration period ends ( <a href="#">September</a> )
4. Enrolment/Assessment	Doctoral student	<a href="#">On-line</a>	<a href="#">June-September</a>
5. Acceptance of the doctoral student on the Doctoral Programme (DP). Assigning a tutor, and a director*	ACDP	ACDP meeting. Tutors (and, where recommended, directors) are also assigned to the accepted students. The doctoral student receives <b>notification of acceptance</b> by email.	<a href="#">October</a>
6. Ratification	Doctoral student	The doctoral student, should they definitely wish to enrol on the DP, must ratify this intention in the <b>notification of acceptance</b> they received by email (step 5).	<a href="#">October</a>
7. First enrolment	DOKe Secretariat.	In GAUR.	<a href="#">October-November</a>

8. Payment of first enrolment fee	Doctoral student	The student must pay the enrolment fee either through the payment gateway on GAUR or else at Kutxabank through the promissory note that can be issued through GAUR.	<a href="#">October-November</a>
9. Completing the Commitment document	Doctoral student, Director(s), Tutor(s), ACDP representative in charge	Available from the <a href="#">forms</a> section. Once the document has been completed and signed, upload to GAUR.	As soon as possible (maximum 1 months after enrolment)
10. Preparation of the RPTP and the DA	Doctoral student	RP: Available from the <a href="#">forms</a> section. Once the document has been prepared and signed, upload to GAUR. DA: upload to GAUR along with the certificates of activities	Throughout the academic year, before the assessment period ( <a href="#">September</a> )
11. Assessment of the RPTP and the DA	Director(s)	In GAUR	Throughout the year, academic period before the assessment ( <a href="#">September</a> )
12. Assessment of the RPTP and the DA	ACDP	In GAUR	<a href="#">September-October</a>
13. Second enrolment and subsequent payments.	VP Doctoral student	In GAUR. The VP generates the enrolment automatically (without ratification from the students). The student must pay the enrolment fee either through the payment gateway on GAUR or else at Kutxabank through the promissory note that can be issued through GAUR. This will be done in any case (with a positive or negative assessment) <sup>***</sup> .	<a href="#">September</a>
14. Go back to step 10 if the thesis is not finished **			

15. Thesis registrations	Doctoral student	Through the <a href="#">Master's Degree and Doctorate Section</a> (Vice—Chancellor's office for Postgraduate Studies and Continuous Education.	
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**Recommendation** 'In exceptional cases, the enrolment fee may be paid after the deadline (co-supervised thesis, grants awarded)\* Preferably, the director should also be the tutor.

\* Fulltime: 4 years (recognised degree of disability equal to or higher than 33%: 6 years); part time: 7 years (recognised degree of disability equal to or higher than 33%: 9 years). It is possible to apply to the ACDP for an extension of one additional year.

\*\*\* In the event of a negative assessment, there will be an extra assessment in March (repeat steps 10, 11, 12). Two consecutive negative assessments entail expulsion from the DP.

**Definitive or temporary withdrawal from the DP:**

If you wish to apply for withdrawal, you must write a [request for definitive withdrawal](#) or [request for temporary withdrawal](#) (whichever is the case in question) to the Academic Commission of the Doctoral Programme. To do so, you may use the forms for this purpose that are available from the Forms and Other Procedures section on the DOKE website, and send them by email to the secretary. Once the Academic Commission has given its approval, where applicable, it will notify the secretary of the programme to update this information on the University's academic management system (GAUR).