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#  ***OPERATIONAL PROCEDURES FOR THE DOCTORAL PROGRAM***

#  *Approved by the Doctoral School Council on June 19, 2025*

Preamble
This document outlines the operating procedures for the implementation of the Doctoral Program Regulations (Operating Procedures) approved by the Academic Senate on December 19, 2023, and issued by Rectoral Decree No. 1304 on December 22, 2023, effective as of December 22, 2023.

In its current version, this document gathers the set of operational procedures and practices that have been in force since the 29th cycle, covering the following:

* Activity Accounting System (Annex 1)
* Procedure for Evaluation of Training Activities (Annex 2)
* Off-Site Activity Procedure (Annex 3)
* Maternity and Paternity Leave (Annex 4)
* Management (Annex 5)

These documents are reproduced here verbatim as annexes and are highlighted in blue, along with the corresponding references in the University Regulations, with the exception of Annex 5. Annex 5 has been created as a new document to collect operating procedures not yet officially documented (either because they were described in other unrelated documentation or stem from standard practices of the School).

In addition to the University’s Doctoral Program Regulations, individual Doctoral Programs may adopt their own internal regulations, which must be approved by the Academic Senate upon the opinion of the Board of Administration and the Doctoral School Council. In the case of a conflict between these internal regulations and the contents of Annexes 1–5, the internal regulations take precedence.

This document also includes a new set of operating procedures, effective from the 38th cycle, concerning extensions of the doctoral program duration and the organization of the final examination (Annex 6). The content of Annex 6 replaces all previous procedures related to the doctoral final examination (starting from the 38th cycle) and introduces a new set of procedures for managing extensions of the doctoral program. This annex is highlighted in red below, along with the corresponding references in the University Regulations.

## List of Annexes

* **Annex 1**: Activity Accounting System (Art. 12.3)
* **Annex 2**: Procedure for Evaluation of Training Activities (Art. 12.5)
* **Annex 3**: Off-Site Activity Procedure (Art. 12.5)
* **Annex 4**: Maternity and Paternity Leave (Art. 27.3)
* **Annex 5**: Management (Arts. 6.8, 9.2, 21.3, 24.1, 28.5, 38)
* **Annex 6: Extension of Doctoral Program Duration and Organization of the Final Examination (Arts. 35–36–37)**

## References to the Doctoral Program Regulations

* **Art. 6.8**: Renewal schedule for Doctoral Programs (Annex 5)
* **Art. 9.2.11**: Activities of the Academic Board (Annex 5)
* **Art. 12.3**: Minimum training and research requirements (Annex 1)
* **Art. 12.5**: Authorization of external training activities (Annexes 2 and 3)
* **Art. 21.3**: Co-supervisions (Annex 5)
* **Art. 24.1**: Admission call (Annex 5)
* **Art. 27.3**: Maternity and paternity (Annex 4)
* **Art. 28.5**: Withdrawal from studies (Annex 5)
* **Art. 35**: Doctoral thesis evaluation and admission to the final exam (Annex 6)
* **Art. 36**: Extensions (Annex 6)
* **Art. 37**: Final examination (Annex 6)
* **Art. 38**: Academic year (Annex 5)