

RECTORAL DECREE ESTABLISHING ENROLMENT REGULATIONS IN DOCTORAL STUDIES, ACADEMIC YEAR 2016-2017

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PRELIMINARY SECTION: GENERAL PROVISIONS

Article 1. Purpose

The purpose of this Decree is to regulate the admission and enrolment procedures including the academic and economic measures governing doctoral studies in accordance with the Regulations of Doctoral Studies at the University of Seville (Agreement 7.2 / CG 17 -6-11).

Article 2. Scope of application

These regulations will apply to students who enroll in doctoral programmes regulated according to R. D. 1393/2007 of 29 October; RD 99/2011 of 28 January and the Regulations of doctoral studies at the University of Seville developing the above mentioned regulations.

SECTION I: ACADEMIC REGULATIONS

CHAPTER I: ADMISSION AND ENROLMENT

Article 3. Admission and enrolment

1. Enrolment in doctoral studies at the University of Seville is subject to the compliance with the general requirements to access to these studies, the particular admission criteria of each programme and any other existing enforceable requirement, which must be met within the deadlines established in each academic year. The decree of admission to a doctoral programme under RD 99/2011 does not imply the enrolment for tutorship. The enrolment for tutorship is subject, in any case, to the verification of compliance with the requirements for access to doctoral studies established in art. 6 of RD 99/2011, in the RD 967/2014 of November 21 and other implementing provisions, as well as the particular admission requirements established by each doctoral programme.
2. Students need to enrol in person in the unit responsible for the management of doctoral studies at the International School of Doctorate of the University of Seville (hereinafter Eidus), in the following cases:
 - a. Freshmen enrolling in doctoral programmes regulated under RD 99/2011.
 - b. students continuing studies in doctoral programmes regulated by RD 1393/2007.
3. Students continuing studies regulated under RD 99/2011 shall register via Internet through a self-enrolment process, except in cases to be determined in accordance with the corresponding specific instructions.
4. In general, the application period for the admission to Doctoral Programmes will be at the beginning of each academic year. All doctoral programmes whose Study Places were not covered in the first period will be offered in a second period. However, applications for admission may be admitted in exceptional circumstances at the discretion of the academic committee of programmes.

5. Candidates must apply for admission to doctoral programmes within the deadlines set in the enrollment calendar doctoral studies (<http://www.doctorado.us.es/matricula/calendario-de-matricula>) through the Online Admission Platform. To this end, students must comply with all the access requirements (<http://www.doctorado.us.es/acceso>) or be able to meet these requirements by the end of the registration period. In the latter case, the applicants must attach to their application a sworn statement stating that they will be in possession of the required documentation at the time of formalizing the annual enrollment for the tutorship of the thesis.
6. The list of the programme-specific and general documents to be provided by the applicant can be found on the EIDUS website (<https://doctorado.us.es>) and the on line application for admission to doctoral studies at the University of Sevilla (<https://admisiondoctorado.us.es>). All documents issued in other language than Spanish must be accompanied by an official certified translation
7. Students applying for admission to a doctoral programme of the University of Sevilla regulated by 99/2011, with a University master's Degree or equivalent studies obtained in a country outside the EHEA, which has not been validated by the Spanish ministry, must prior to the submission of the application, apply for the approval of the Rector of the University of Sevilla within the end of the application period. The application for the approval must include verifiable documentation accrediting a study level equivalent to the Spanish Master's Degree and that the presented qualification enables access to doctoral studies in the country where the document has been issued. This approval only grants access to the doctoral programme and does not imply in any case any recognition of equivalence of the qualifications or academic level of the studies of the applicant for purposes other than the access to doctoral programmes at the University of Sevilla.
8. Applicants can choose to register for full or part time studies on the corresponding online application for admission and the academic committee will approve or not the option considering the Regulations on Doctoral Studies, on Duration and Permanence of the Doctoral programmes of the University of Sevilla, regulated by the RD 99/2011.
9. With regards to the admission of candidates, the academic committee of the corresponding doctoral programme will be responsible for:
 - a. Applying the eligibility criteria according to the verification report of the doctoral programme sent to the Spanish Universities Council.
 - b. Checking the validity of the documents accrediting the compliance with the admission requirements and the merits taken into account in the evaluation for admission.
 - c. Deciding the percentage of places, if any, reserved for students who need to formally register as a prerequisite for obtaining a scholarship.
 - d. Carrying out the selection of candidates applying transparent criteria that correspond to the assessment scale stated in the verification report of the doctoral programme. The nominees and the administrative unit for doctoral studies will be informed through the online application system. (<https://admisiondoctorado.us.es>)
 - e. Deciding the full or part-time status of the student.
 - f. Appointing the tutor assigned to the student.
 - g. Appointing the director of the Doctoral Thesis.

- h. Ensuring the signing of “collaboration agreement for doctoral student supervision”.
 - i. Determining, where appropriate, the additional training to be completed by the corresponding students, providing the adequate justification for such a measure.
 - j. To carry out the selection of applicants and to make publicly accessible the list of admitted and accepted students, according to art.3 of this Resolution.
 - k. Establishing and managing the reserve list arising from the different calls for application established throughout the academic year.
10. The academic committees will decide upon the applications for admission within the deadlines in each of the admissions period in two phases.
- a. Provisional award: the programme coordinator will contact the candidates through the on line application system. The communication will include the name of the assigned tutor and/or director and, where appropriate, the additional training to be completed by the concerned candidates. Students whose application should be modified, will be notified through the online application system. This notification will include the justification for the need of such modifications, specify the documentation to be provided by the student, and the corresponding deadlines.
 - b. Definitive Award: At the expiry of the amendment period, the academic committees will notify the definitive granting of the students places to the concerned candidates, stating the names of the directors, the tutors and, where appropriate the additional training required.
11. Excluded students will be informed through the online admission system of the reasons motivating the rejection of their applications. The doctoral committee shall decide on the appeals against the non-admissions following the report of the academic committee of the programme and notify this decision to the applicant and to the body responsible of the doctoral programme. Candidates excluded due to the limited number of places available in each programme, will enter a reserve list, and be informed of their ranking position through the online admission system.
Candidates of the reserve list obtaining a study place due to a previous vacancy must enrol officially in the doctorate programme paying the corresponding fees within 10 working days from the receipt of the notice of the award issued by the EIDUS office.
12. Admitted students are entitled to carry out the annual enrolment for the academic tutorship of their thesis, at the administrative EIDUS unit responsible for doctoral studies management, in the award phase corresponding to their admission after the verification of the compliance with the requirements of art. 3.1 of the Resolution. The accepted candidates must pay special attention when enrolling to:
- a. Fulfill the enrolment application form within the period established in the doctoral studies calendar.
 - b. Satisfy the corresponding enrolment fees within 10 working days from the issuance of the bank receipt, by means of either a direct payment or by a standing order payment.

It shall be understood that students failing to comply with this requirements in due time renounce to

the award of the study place, putting it at the disposal of the academic committee of the corresponding doctoral programme for its management.

Those accepted students that attached to their application a sworn statement declaring that they would be able to meet the requirements necessary to register at the enrolment deadline, according to the article 3.5 of the Decree, must show proof of meeting them, upon the date of their effective enrolment in the programme to which they were admitted.

13. The enrolment period for the academic tutorship will take place at the beginning of each academic year. However there will be a second call for registration for programmes with vacancies after the first call.
14. Those students required by the academic committee to complete additional training will have the status of training doctoral students by means of provisory admission to the programme. Once the students have successfully completed the required additional training, their admission is definitive. Additionally, students whose admission is subject to the completion of additional training only can register in the annual first call for enrolment to ensure that the students are able to register for these courses. However, this limitation does not apply to cases in which the student must carry out the Master's thesis as set out in art. 8 of this Resolution.
15. The activities undertaken annually by the students undertaken within the doctoral programme will be recorded in the Doctoral Activities Document (hereafter DAD) which is an individualized report in the format established by the EIDUS office. This DAD report will be initiated once the registration comes into force, and the Collaboration Agreement/ or Doctoral Student Supervision has been duly signed.
16. The collaboration agreement must be signed and delivered at the time of filing the first enrolment for academic tutorship of the thesis.
17. Before the end of the first year, the doctoral student must establish a research plan (hereafter PI) which can be improved and further specified throughout the duration of the programme. This proposal must include the objectives of the research, time schedule and a description of the means necessary to achieve these objectives.
18. The academic committee, the tutor and/or director of the doctoral programme shall supervise the DAD and the PI drafted in the formats and the deadlines set by the EIDUS office. The assessment given by the academic committee must be expressed in one of the following assessment marks: Positive, negative or incomplete. The mark "incomplete" applies in cases of sick leave or temporary deregistration of the doctorate student, according to the duration and permanence regulations for doctoral programme students at the university of Seville (http://www.doctorado.us.es/impresos/normativa/normativa_dedicacion_y_permanencia_us.pdf).
19. Students failing to pass the joint evaluation due to an assessment result of negative or incomplete in the first academic year of enrolment or in the subsequent years can renew their annual enrolment for academic tutorship. Students receiving a negative assessment mark accompanied by the

corresponding reasons or an “incomplete” assessment mark must undergo a new evaluation process within a six month period of time. A new “negative” assessment mark will entail the definitive deregistration of the applicant.

Article 4. Conditional enrolment

1. In general, the admission resolution to a doctoral programme does not imply the enrolment for tutorship. The enrolment for tutorship is subject in any case to the verification of compliance with the requirements for access to doctoral studies, established in art. 6 of RD 99/2011, in the RD 967/2014 of November 2nd, and other implementing provisions requirements established by each doctoral programme.
2. Additionally, enrolments will be considered to be conditional under following circumstances:
 - a. When the student must complete, according to the instructions of the academic committee of the programme, additional training.
 - b. When students enrol in a doctoral programme holding a degree issued in a country outside of the EHEA, which has not been validated by the Spanish Ministry. This enrolment will be provisional until the student receives the authorization of the Rector of the University of Seville stating the equivalence of the applicants studies overseas, with the Spanish Masters degree or equivalent studies.
 - c. When the student has requested the status of “student with special needs” under the terms described in art. 27 of the General Student Regulations.
3. The enrolment will be voided at any time in the event of error, omission or falsification of the information provided in the application. This conditional enrolment will not come into force, if the applicant can not meet the conditioning requirements, unless (???) the person concerned wishes the contrary and it is possible under the present regulations.

Article 5. Modification of enrolment

The academic committee may modify the appointment of the directors or tutor of the doctoral thesis at any time of the implementation of the doctorate studies, provided that there are justified reasons. In this case, the committee of Doctorate Studies of the University of Seville shall submit a report of the rationale for the modification.

Article 6. Cancellation of enrolment

1. The cancellation of enrolment implies the termination of the academic effects of the enrolment, the loss of the rights as a student of the University of Seville, and the rights to assessments of the DAD and PI. The cancellation does not exempt from the obligation to pay public prices, except otherwise provided under the regulations in force regarding reimbursements. In any case, the applicant must compulsory pay the fees corresponding to the Secretary office.

2. Failure to pass any additional training, requested as a condition for the admission to the doctoral studies, involves the non admission to the corresponding doctoral programme and the ex officio cancellation of the enrolment for academic tutorship.
3. Students registered in the first call for enrolment wishing to cancel their enrolment must submit their request before March 31 of the running year at the Doctoral studies management office, students registered in the second call for enrolment must do so before June 30, enclosing in both cases, the reasons for such a cancellation.
4. No cancellation of enrolment will be granted to doctoral students after the assesement of the DAD document or the PI or after any marks corresponding to additional training have been officially published
5. The above mentiones provisions do not apply to the ex officio cancellations of enrolment caused by errors or modification of the administrative or academic situation of the student, nor in the cases where the conditional training is not valid because of the failure of the applicants to complete the required additional training.

The cancellation of the enrolment made at the request of the applicant or ex officio, motivated by the failure to complete compulsory additional training will not count towards the computation of the permanence limits of the students in the Doctorate Programme nor towards any suplementary payments corresponding to subsequent enrolment fees.

In the case of new students (freshmen), the cancellation of enrolment shall entail the loss of the granted study place provided, putting it at the disposal of the academic committee of the corresponding doctoral programme in order either to assign the place to applicants of the reserve list or to include it into the places available in a second call for applications.

6. In the event of non-payment before cancelling the enrolment students will receive at the portal address compulsory stated in their applications a last requirement for payment by registered mail with acknowledgement of receipt, This registered letter will inform the applicant of a new period of ten workin days from the receipt of the letter, for the concerned person to pay the total or partial outstanding amount of the payable enrolment fees. The letter also includes the express note that the non payment in the new given period will, upon duly notification to the student, imply the definitve cancellation of the enrolment.
7. Exceptionally, the applicants may request the total or partial cancellation of enrolment, if they were prevented from paying due to serious illness, showing documentary proof that they can not continue their studies for this cause. The application must be submitted to the EIDUS office including the appropriate supporting documentation. The processing of these files must include a report stating a draft resolution issued by the President of the academic committee of the programme. This document together with the application and all the supporting documentation must be sent to the Direction of the EIDUS office, which will issue the final resolution. The Direction of the EIDUS office may request any report it deems to be appropriate.

Article 7. Effects of enrolment cancellation

1. The effects of an enrolment cancellation requested by the concerned student will depend on the submission date of the application:
 - a. If the application for cancellation was submitted before the provision of the service
 - The applicant will be reimbursed the amount corresponding to the payment of the public prices for academic services and the student insurance, if applicable, but not for the Secretary office services.
 - This enrolment will not count towards the computation of the performance period of the student in the doctoral programme nor for any additional payment in subsequent enrolment fees.
 - b. In case the student applies for the enrolment cancellation within 10 working days from the final deadline of the enrolment period, the effects will be the same as the mentioned above in article 7a.
 - c. If the student applies for the enrolment cancellation after the deadlines established in section a) and b), but before those established in article 6:
 - No reimbursement will be made for public prices paid by the applicant, nor there will be any exemption from the obligation of paying any pending instalment of enrolment fees. (Art. 27.5 of Law 8/89 of April 13 for Public Fees and Prices)
 - Any further enrolment of the applicant will entail an additional penalty payment for the previous cancellation.
 - The cancelled enrolment will not account towards the computation of the academic permanence of the student in the doctoral programme.
 - If the student is a freshmen, he or she will lose any rights over the assigned study place.
2. In the event of an enrolment cancellation due to the impossibility to fulfil a requirement, the University will reimburse the payments corresponding to the academic services, the Secretary Office and the student insurance if applicable.
3. Exceptionally, the applicant can request the cancellation of the enrolment due to unforeseeable circumstances preventing further continuation of the studies. This request must be accompanied by documentary evidence of the alleged causes preventing the continuation of studies. In the event of a favourable decision, the effects will be those provided for in part 1 a) of this article.
4. The effects in the event of non payment will be those provided for in art. 7.1.C
5. In the exceptional case of cancellation provided for in art. 6.7, if the request is resolved favourable the effects will be those provided for in paragraph 1a) of this article.

Article 8. Doctoral students required to complete additional training at Master's degree level.

1. Following doctoral students need to complete additional training by enrolling in Master's Degree course units or in the Master's Degree Thesis:
 - a. mandatory training is required for all graduate students that have completed a 300 ECTS programme, unless their corresponding curriculum includes training research credits, whose relevance in research training could be considered to be equivalent to the research credits completed in a Master's Degree.
 - b. The academic committee may require the completion of additional training as an admission requirement depending on the different academic profiles expected from the candidates, according to the verification report of the doctoral programme.
2. The academic committee of the doctoral programme and on its behalf, the coordinator or tutor assigned to each student must inform the student, where necessary, the additional training that he or she must undertake and successfully complete in order to be finally admitted to the doctoral programme.
3. The organization of teaching and assessment activities are subject to the regulations of Master's Degree studies at the University of Sevilla. Applicants must pay the enrolment fees corresponding to the running academic year and at the same time the enrolment fees for the academic tutorship of the doctoral thesis.
4. The applicant is under no circumstances authorized to enrol in additional training of over 18 ECTS, and only in exceptional cases in 24 ECTS. In the case of interuniversity doctoral programmes these limits can vary, according to the terms set up in the agreements regulating these programmes.
5. The marks obtained by the students enrolled in additional training will be stated according to the same assessment scale applied to other students enrolled in the proposed course units. Thus the fulfillment of the requirement of additional training will only be considered to be possible through the successful completion of the proposed course units, expressed in the above mentioned grading scale. When the additional training includes the completion of a Master's thesis, the thesis will be evaluated by an examination board appointed for that purpose, according to the regulations applying in the University of Seville for any Master's thesis.
6. Students required to register for additional training in order to be admitted to a doctoral programme have one academic year to complete the requested studies. The student will have during this period the status of "doctorate student, by means of a provisory admission to the programme. The admission to the doctoral programme of the candidate will only be considered to be definitive after he or she has successfully completed the requested additional training.
7. The failure to pass the requested additional training directly leads to the non-admission to the doctoral programme and the cancellation of the enrolment for academic tutorship. In these cases, the additional training period will not count towards the computation of the permanence period of the

student in the doctoral programme, nor cause any penalty in subsequent enrolment fees. Students failing to pass the requested compulsory additional training will get disconnected from the programme, but are allowed to seek admission to any other doctoral programme.

8. The marks of the students enrolled in the additional training shall be registered in the official records. However, upon the completion of the course units students can request a certificate of records at the Secretary office of the Center stating the marks obtained and accrediting that the candidate has successfully completed the requested additional training.
9. All additional training taken by the student will be part of the records registered in the DAD.

Article 9. Visiting Doctoral Students.

1. Other Spanish or international students enrolled in their home university in doctoral studies leading to the award of a doctorate degree in the running academic year can register as visiting doctoral students at the University of Seville in doctoral programs (RD 99/2011)
2. The activities of visiting doctoral students during their stay at the University of Seville will focus on training and/or research within the doctoral program and their status of visiting student will provide them with temporary access to the services of the University of Seville necessary to carry out their studies.
3. To this end, the home university of the student and the University of Seville must establish a specific mobility agreement stating the list of incoming students to the University of Seville as visiting students. The doctoral program must be the promoter of the agreement, which must include the authorization of the academic committee.
4. The visiting doctoral students listed in the agreement must go to the EIDUS office in charge of the management of doctoral studies to officially finalize their enrolment.
5. The visiting doctoral student enrolment does not confer any academic right nor validity on Spanish territory.
6. There is no valid option for students wishing to be admitted to obtain the official doctorate degree of the University of Seville. The correct option is to enter through the procedure provided for in art. 3 of this resolution.
7. The activities carried out by visiting doctoral students within the program do not have any official status and can not count towards the acquirement of a university degree.
8. Visiting doctoral students cannot be covered by the University of Seville's health insurance and therefore must purchase their own insurance. Proof of insurance, valid for the entire duration of the student's stay at the University of Seville, must be presented in order to attend classes. The University of Seville will not aid in the process of obtaining this insurance.

Article 10. Requirements and deadlines for visiting students

1. Visiting students can enroll in one of the research fields of a doctoral program by registering for academic tutorship for the doctoral thesis, which is subject to the availability of human and material resources at the different departments, centers and institutes of the university. To this end, applicants shall submit to the EIDUS office an enrolment application without academic effects.
2. The registration term is the same as for other students.
3. Visiting students must complete in Spanish the standardized application form enclosing the following documentation:
 - Photocopy of ID, fiscal ID card, passport or other document proving the nationality of the applicant.
 - Passport-size photo
 - Document accrediting the current enrolment in doctoral studies at their home university
 - Document proving health insurance coverage in Spain
 - Copy of the signed mobility agreement

All documentation must be official and be submitted, and where necessary, duly legalized and translated by an official translator.

4. This form of enrolment is not compatible with an ordinary enrolment for academic tutorship and only confers the right to receive the corresponding certificate.
5. Visiting doctoral student enrolment does not confer any academic rights nor validity on Spanish territory. Once the visiting students have completed their studies, they can request an academic certificate at the EIDUS office in charge of the doctoral studies management. After paying, where applicable, the corresponding fees, the student will receive a certificate stating the studies completed and the marks obtained. However, this certificate does not have any academic validity on Spanish territory.

CHAPTER II: RULES OF STAY

Article 11. Stay

1. Doctoral students may undertake full or part-time studies. Students enrolled in doctoral programs RD 99/2011 can only change the type of permanence during the implementation of their doctoral thesis twice.
2. Students applying for changes of permanence must complete the standardized application form and submit it to the academic committee. This request must be submitted during the academic year in which the student is enrolled.
3. Students wishing to change their full or partial time status shall submit their request to the academic committee. The application must include documentation justifying the requested change. A report of

the tutor or director of the student will not have a negative impact on the student's doctoral training nor its future deployment.

4. If the academic committee agrees with the change of full or part-time status it will submit a favourable report to the doctoral commission of the University of Seville. In the case of any disagreement, it will be the responsibility of the doctoral committee to decide upon the change, taking into consideration the application and the aforementioned report.
5. The change will become effective in the next academic course at the time of renewing the enrolment for academic tutorship. The computation of the new authorized partial or full-time period of studies will be established taking into account the number of academic years used by the doctoral students in the previous full or part-time status, provided that the time periods found in RD/2011 for full and part time students have not expired.

Exceptionally, in the event that the applicants have exceeded the time limits established in RD 99/2011 for the part-time and full-time study status, the doctoral committee of the University of Seville may authorize that the applicant continue his or her studies for a new limited period of time, provided that the applicant can provide valid documentation that dire circumstances negatively impacted their academic performance.

Full time students asking to change to part time status must be in one of the following situations:

- Meet the criteria to be considered with special academic needs as provided for in art. 16 of this resolution.
- To fulfill a grant or contract that entails the necessary completion of a doctoral thesis provided that the applicant meets the requirements to acquire the status of a part time student.
- Any other justifiable situation in compliance with the regulations in force.

Part time students wishing to change a full time status must be in one of the following situations:

- To benefit from a grant or contract that necessarily involves the completion of a doctoral thesis.
- Any other justifiable situation in compliance with the regulations in force.

Article 12. Duration and permanence for full and part time students

1. The duration of the doctoral studies depends on the full or part time status of the student:
 - a. Full time students: the duration of the studies will be a maximum of three years from the date of admission to the program until the submission of the thesis. If the candidate has not submitted the application for the deposit of the doctoral thesis after three years, the academic committee

may authorize an extension of said period for an additional year, which may exceptionally be extended for an additional year (3+1+1)

- b. Part-time students: the maximum duration of studies is 5 years, which can be extended for an additional two years, and, exceptionally for an additional year. (5+2+1)
2. Every year, students admitted to a doctoral program must re-enroll in their respective program. Failure to do so will result in the loss of their full or part-time student status, and they will no longer be considered a student at the University of Seville. In addition to losing student status, they will also lose access to the benefits and services that are at the disposal of students who attend the university. Nevertheless, the academic year will count towards the computation of studies and the academic committee of the program may decide on whether or not to expel the student from the program.
3. In any case, permanence in the doctoral program is subject to favourable reports of the DAD and the PI formed by the academic committee of the program. It is also subject to the compliance with all the terms aforementioned in the Collaboration Agreement for doctoral student supervision.
4. Exceptionally, the Doctoral Committee, after a favourable report of the academic committee of the program, may, at the student's request, authorize an extraordinary extension of the doctorate studies in view of evidence that extraordinary circumstances may have caused a negative impact on the academic performance of the student.
5. Nevertheless, without prejudice to the provisions of the above paragraph, according to article 31.3 of the General Regulations of Research (agreement 1/CU 5/11/19) Doctoral students holding the status of teaching and research staff of the university, and consequently providing official teaching, will be considered to be part-time students.

Article 13. Regulations of part-time doctoral students at the University of Seville

1. Students who apply to the university following the guidelines set forth in art. 3 of the present resolution must obtain the corresponding authorization from the academic committee of the doctorate program in which they wish to enrol in order to be considered part-time students.
2. Students linked to the university of Seville in any other public or private institution through a contract or grant that obliges them to complete a doctoral thesis during the implementation term of the contract or grant are excluded from the possibility of being considered part-time students.
3. Students explicitly declared to be students with special academic needs can carry out their studies on a part-time basis.

Article 14. Duration of contracts and grants

The fact of being granted a part-time status does not involve any commitment to modify or grant subject to the regulations established in the academic call for applications.

Article 15. Deregistration in a Doctoral Program

The deregistration of a doctoral program means the definitive withdraw from the program . Nevertheless, in extraordinary circumstances, the student can apply for a new admission up until the deadlines established in the academic calendar.

The Doctoral Committee, based off of the report of the academic committee of the University of Sevilla, may authorize readmission to the programme for a specified period, provided that extraordinary circumstances had sufficiently affected the academic performance of the candidate.

CHAPTER III: STUDENTS WITH SPECIAL ACADEMIC NEEDS

Article 16. Definition of students with special academic needs

1. Students with special academic needs will be considered those who applying for such a condition, together with the documents and certificates required by the corresponding legal regulations, any of the circumstances listed below receive the formal recognition of that status by the doctoral committee of the University of Seville, which decides upon the authorization of the academic committee of the doctorate programme in which they wish to enrol. The applicant shall be addressed to the president of the academic committee of the doctoral programme who shall forward the proposal for the authorization to the president of the doctoral committee of the University of Seville. **The academic committees can ask for the support and advice of the administrative unit for students with disabilities in order to adapt the corresponding curriculum in an appropriate and personalized way to the specific needs of each doctoral student.**
2. Applicants under the following circumstances become eligible to qualify for receiving services addressed to support students with special academic needs:
 - a. Students considered to be persons with disabilities according to the terms of art. 28 of the General Student Regulations (Agreement 3/CU 19/03/09) and the royal legislative decree 1/2013 of Novemeber 29, approving the revised text of the general law on persons with disabilities and their social inclusion.
 - b. Pregnant students, students with children under three years of age, or relatives in ascending or descending lives depending on the applicant , according to law 39/2006 of December 14th on the promotion of Personal Autonomy and attendance for dependant people.
 - c. Students that balance studies with work.
 - d. Top level and high performance athletes according to the terms of art. 32 of the student general regulations (Agreement 3 / CU 19/03/09).

- e. Students undergoing any situations of serious hardship, such as, among others, victims of abuse, gender violence or terrorism, people in the process of vulnerability and social exclusion, as well as students with some degree of disabilities equal or superior to 33%.

Article 17. Duration of scholarships or contracts

The recognition of students with special academic needs does not imply any commitment in the modification of the duration of contracts or scholarships, which will be established by what is regulated in the corresponding agreements.

SECTION II: ECONOMIC REGULATIONS CHAPTER IV: PUBLIC RATES

Article 18. Prices to be met for the provision of the teaching service

The public rates that must be paid to the University of Seville or the provision of Higher Education Services shall be determined each academic year by a rolling decree of the Andalusian Board of Government.

Article 19. Modalities and deadlines. Consequences of nonpayment

1. Students can choose between making the payment in a regular term, in one, two, five or eight instalments, should the enrolment fee exceed, before applying any reductions, 240.40 euros.
2. The first instalment must include the full payment for the administrative and student insurance fees. The first instalment, where applicable, must be paid within ten working days from the request for enrolment.
3. When the payment is divided into two instalments, the second payment will be made in the second fortnight of December of the following academic year.
4. When the payment is divided into 5 installments, the 2nd, 3rd, 4th and 5th payment, when applicable, will be made during the second fortnight of December 2016, and January, February and March of 2017.
5. In any case, when paying after the regular period of enrolment, the maximum number of partial payments must be equivalent to the number resting unpaid instalments, in each of the payment methods.
6. Students can choose to fulfill the payment in the partial payment either through direct debit cards or in cash at the corresponding bank office. (payment receipt)
7. Partial payment, following a first instalment must be paid through direct debit cards.

8. All students enrolling through the self enrolment system can make the single full payment by bank receipt directly at the bank office. When they are paying by instalments, they can also opt to make the partial payment and, where applicable, through direct debit order.
The student must create and print through the self enrolment system, the payment plan "SEPA mandate direct debit". This is to be completed and signed by the bank account holder. This form has to be delivered to the EIDUS office in charge of the management of doctoral studies, either in person or by codified mail within the same 10 working days from the request for enrolment that applies to the rest of the requested documents. Failure to do so will lead to the cancellation of their enrolment.
9. Students who cannot enrol through the self enrolment system and must register in person apply to the terms referred to in paragraph one.
10. Payment of tuition can be made:
 - a. By direct debit bank order. The student settles the payment by standing order creating and printing through the self enrolment system the form "SEPA mandate direct debit" completed and signed by the bank account holder within the same 10 working days from the request for enrolment that applies for the rest of the documents. Failure to do so will lead to the cancellation of their enrolment. In the case of a single full payment or a partial first enrolment, the invoice settlements will be presented for collection within 10 days from the issuance of the bank receipt. In case the payment cannot be implemented for reasons not attributed to the University, the student will have to go in person to the EIDUS office the doctoral studies management to collect paymentship in order to pay directly at the bank.
 - b. Directly by making the payment in the Santander Bank office. Once the students hand in all documents required for their enrolment, at the EIDUS office they receive two payment receipts. Then the student must make the payment in any of the Santander Bank offices according to the chosen method of payment (full payment or partial payment). Once the deposit is made, the bank will return a sealed copy of the invoice to the student.
11. In the event that an applicant for enrolment had not paid the fees corresponding to the academic services to be awarded a research or teaching scholarship, which later is not granted or revoked, he or she must pay the enrolment fees in the terms and deadlines established by the university. Non-payment or late payment of their fees will mean the cancellation of the enrolment for the doctoral tutorship or additional training, if applicable.
12. Notwithstanding the provisions of the previous paragraphs, non payment may be split in the following cases:
 - a. Payment settlements made after May 15th
 - b. When the enrolment fee before applying any possible price reduction is less than 240.40 euros

In any case, the payment for Secretary Office fees or student insurance is indivisible and must be paid in full together with the full or first partial payment.
13. Failure to pay the full or partial amount of the fees will cause the cancellation of enrolment.

14. Students applying for the issuance of their doctor certificate or a certificate accrediting that they have finished their studies must settle any outstanding payments, prior to the payment of the fees corresponding to the issuance of the certificate. To this end, when the student applies for the issuance of the corresponding certificate, it shall be verified that the student has no outstanding payments for the academic year in which the certificate is issued. Otherwise, before issuing the receipt fees for the payment of the certificate, the student will be provided with the corresponding receipts for the outstanding payments with which he or she must make the corresponding payment at the bank office. In case these outstanding payments were registered to be payable by direct debit order, the payment will be changed to a payment receipt payable at the bank office.

Article 20. Price reduction

1. Without prejudice to the provisions that may be legislated by the Decree of the Andalusian Government Board establishing the public prices for the corresponding academic year, students under any of the following circumstances which must be duly accredited with, can be exempted of the payment or entitled to a reduced price within the deadlines established for the enrolment period.
2. Notwithstanding the foregoing, the documents for certifying these circumstances can be completed or handed in within the 10 working days following the last day of the general period of enrolment, or, if the enrolment was done after the general enrolment period was finished, within the 10 working days following the day of the formal enrolment.
3. The circumstances are as follows:
 - a. Applicants from a teaching or research training grant awarded by the Spanish Ministry of Education , the Andalusian Ministry of of Economy, Innovation, Science and Employment as well as the beneficiaries from the research grants from the research program of the US, as well as receiving a grant, which implies the exception of payment of academic fees on the terms established in the corresponding official call for application to there grants, shall not pay the academic fees at the time of the enrolment. They must pay the secretary office fees and school insurance. They must prove their grant holder condition, resubmitting a certified copy of the credential of the corresponding scholarship.
 - b. Students awarded grants by the Basque Government according to the Compensation Agreement must pay the secretary office fees and their student insurance.
 - c. Beneficiaries Large Family Status:
 - i. Students from the general category must pay 50% of the public prices, except school insurance, which must be paid in full
 - ii. Beneficiaries from the special category will be exempted from the payment of public prices. They will only pay student insurance.

This status shall be accredited by presenting the original large family certificate with a photocopy to be validated or a certified photocopy of the title of numerous family in force on the date of the registration, or presenting the receipt proving to have requested its expedition or renewal.

In the latter case, one must present to EIDUS in charge of the Doctoral Management Studies, the original large family certificate and a photocopy or an attached photocopy before

December 31st. Beneficiaries of large family status must also present the resolution acknowledging such status and also the number of family members. Students from the Autonomous Community of Andalusia who have expressly authorized the University administration to electronically verify their data at the corresponding Ministry of the Andalusian Government are exempted from presenting the above mentioned documentation. If the electronic verification is not possible or the student didn't authorize it, he or she must present the corresponding documentation as indicated above.

- a) Persons with disabilities: In accordance with the provisions of art. 4.2. Legislative RD 1/2013 of 29 November, approving the revised text of the General Law on rights of persons with disabilities and their social inclusion (BOE of 3 December) approved, shall be considered persons those with disabilities who were recognized a degree of greater than or equal to 33 percent disability. They are considered affected by a disability equal to or greater degree to 33 percent:
- I. Social Security pensioners with a certified total, absolute or serious disability, receiving a permanent pension for disability.
 - II. State pensioners with certified permanent disabilities or work incapacity

Students applying for the exception due to disability must have a minimum level of disability of 33% and prove it through a certificate issued by the corresponding administrative body.

Passive Class pensioners who have recognized a pension or retirement for permanent disability for service or worthlessness.

The minimum degree of disability is 33%, crediting this circumstance by a certificate issued by the competent body. They shall be exempted from submitting this documentation only students with disability recognized by the Government of Andalusia and expressly authorize the University to electronically verify their data through the competent Ministry of the Andalusian. If this telematic check is not possible or the student will not lend his consent, you must submit supporting documentation as indicated above.

Students with disabilities are entitled to benefit from total exemption of public rates and prices for the provision of academic and administrative services related to studies leading to the award of a doctorate degree. In any case, they must pay the Student Insurance, if applicable.

- i. Victims of Terrorism: Students applying for these benefits shall provide the judicial or administrative decision establishing the casual link between the criminal activity and the harmful result through a certified copy, or original and a photocopy.

If the applicant does not have the mentioned documentation, they can present other documentation that they believe to be the basis for the application. In this case, the Vice-Rectorate for research will accept a conditional enrolment and forward the case to the student Vice-Rectorate for its analysis and decision.

En Sectiond to full exemption from fees and charges for the provision of academic and administrative studies leading to obtaining a university degree services. In any case, they must pay the student insurance if applicable.

- ii. Students who have been awarded the Extraordinary prize upon graduation according to the regulations in force.
- iii. Student orphans of civil and military officials who died on active duty, who are unmarried, under 25 years of age and financially dependant on the surviving spouse shall pay secretary office rates and scholar insurance.
- iv. Victims of Gender Violence (Organic Law 1/2004 of December 28th on Integrated Protection Measures against Gender Violence and Law 13/2007 of November 26th on Measures for the Prevention and Comprehensive protection against gender violence).

These applicants shall be exempted from the payment of public rates corresponding to the provisions of academic services.

Applicants shall provide proof of a judicial decision granting protection to the victim, conviction, a precautionary judicial measure protecting the victim, or any other judicial decision declaring the existence of any offense or crime related to the mentioned organic law.

Exceptionally, the above mentioned situation may be demonstrated through a report of the General Prosecutor stating that the existence of indications that the applicant is a victim of gender violence, until the protective order of judicial decision is rendered.

This exemption can be extended to the sons and daughters of the beneficiary, under 25 years of age, and who are economically dependent on the beneficiary.

This exemption, where necessary, is also applicable to the tutorship and additional training.

The beneficiaries must pay the Secretary Office fees and the Student Insurance.

Article 21. Partial or Total refund of enrolment payments

1. Refund applications shall be submitted to the office in charge of the doctoral studies management, enclosing the documents justifying the refund.
2. Reimbursement will proceed when:
 - a. In the cases described in article 7, where reimbursement is applicable.
 - b. In cases in which the student has been awarded after paying the enrolment, compensation of the grant will be awarded. This does not apply to the Secretary Office costs and School Insurance under the terms established in the regulations.
 - c. If the amount exceeds the prices in force, either the applicant is entitled for a payment exemption or reduction (state employee, large family, etc.) or as a result of clerical or calculation errors.

This does not apply to the Secretary Office costs and School Insurance under the terms established in the regulations.

Article 22. Social Action Grants

Reimbursement applications shall be submitted to the office in charge of the doctoral studies management, enclosing the documentation proving the rights for a reimbursement.

CHAPTER V: STUDENT INSURANCE AND STUDENT CARD

Article 23. Student Insurance

1. Students under 28 must pay the amount for student insurance, being applicable to the regulations governing the student insurance.
2. Notwithstanding the above, all students can apply for the policy of voluntary insurance under the established terms. It is recommended to take this insurance.

Article 24 University Student ID

1. Students who apply for admission for the first time must complete the electronic application form for the university student ID through the virtual secretary of the University of Seville <https://sevius.us.es/>. To do this, it is necessary to obtain the virtual username and password that the student will be provided upon enrolment. If the student needs computer access, they can go to computer labs provided by the university or the Student Services center SOS (Red Building on the campus of Reina Mercedes). The electronic Application Form for a university ID card will show certain information, including a postal address that will need to be confirmed in order to receive the said card. The student will also need to attach a digitized photograph in the format outlined in section two of this agreement. It is recommended to have the photograph digitized in any technical support center.
2. If for any reason the digital photograph is not attached to the Application Form, after submitting their application, students will be asked to bring a printed photo collection. This form, along with a photograph on paper, must be delivered within 10 days to the department responsible for the management of doctoral studies of EIDUS. Upon the finalization of enrolment, the necessary paperwork will be sent in a sealed envelope addressed to General Service Affairs (Área de Relaciones Institucionales), Carné Universitario, C / San Fernando 4, (Rectorado). However, during this period you can re-enter the electronic application form and provide digital photography. If the photograph (digital or paper) is not submitted before the deadline, the request will be cancelled automatically, and it will be necessary to start the process over.

ADDITIONAL PROVISIONS

First. Conflict resolution procedure

Doubts or disputes arising in connection with the agents involved in the development of the Doctoral Program will be conducted by the involved parties, first and foremost, before the Academic Committee. Should such doubts or disputes conclude in a conflict, it shall be resolved by the responsible academic body of the Doctoral Program, and secondly by the Doctoral Committee, whose decisions may be appealed by the Rector of appeals.

The rights and duties of doctoral students, as researchers in training, shall conform to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers of March 2005.

Second. Use of the female grammatical gender for the provisions of this agreement

By default, the male grammatical gender will be used to reference individuals, groups, academic qualifications or charges contained in this legislation. Where appropriate, it is valid to reference the relevant provisions in the feminine gender.

Third. Consideration of August as a holiday

For the purposes of the deadlines set in this regulation, August is considered a holiday.

TRANSITORY PROVISIONS

First. PhD students under previous ordinations

Students enrolled in an academic supervision of their doctoral thesis in doctoral programs regulated under RD 1393/2007, of October 29, will be subject to the regulation from the time they began their studies, with exception to matters relating to the committee, defense and evaluation of the doctoral thesis. These shall be governed by the regulations in the 9.1./CG 19/04/2012 Agreement that establishes the rules governing the regimen of the doctoral thesis at the University of Seville or by an agreement that may replace the latter in regulating defense system and evaluation of the doctoral thesis.

Students that wish to join an RD 99/2011 program should apply for admission following the guidelines set out in art. 3 of this resolution. For all intents and purposes, they will be considered first year students.

Second. PhD program options employed prior to RD 99/2011

In any event, the doctoral program options employed in the Royal Decree 1393/2007, of the 29th of October, shall terminate at the end of the academic year of 2016-2017.

SOLE REPEAL PROVISION

Any regulations of the same or lower rank that conflict with the provisions of these regulations shall be repealed without prejudice to the transitional provisions established in this agreement.

FINAL PROVISIONS

First. Regulatory Development

The Doctoral Committee shall issue the decrees or agreements as may be necessary for the development or implementation of these rules.

Second. Academic year

For administrative purposes it is understood that the academic year in doctoral studies comprises from 1 October of the year in force until 30 September of the following year.

Third. Entry into force

These rules shall enter into force on the 1st of October of 2016.

Seville July 27, 2016.

DIRECTOR OF INTERNATIONAL GRADUATE AND DOCTORATE SCHOOLS,

A handwritten signature in blue ink, appearing to read 'M. del Carmen Gallardo Cruz', is written over a faint, circular official stamp.

Signed .: Maria del Carmen Gallardo Cruz.