

GENERAL INSTRUCTIONS

This form must be duly completed and handed in to the school's Student Services Office to formalise **Registration of the Doctoral Dissertation Project**. Once the programme's Academic Committee has issued its decision, it will be sent to the school's Student Services Office, which will send a copy to the doctoral student and archive it in their file.

This form must also be filled out to change Tutor and/or to **modify** the Dissertation Project (dissertation title, change of advisor), in the corresponding section. (3)

When the Academic Committee in charge of the Doctoral Programme assigns a Dissertation Advisor to you, you will receive the document **"Doctoral Student Supervision Agreement"**, which establishes the supervision functions for the tasks to be carried out for the dissertation. Once signed by the Academic Committee representative, the tutor, advisor and doctoral student, copies of this document will be filed with the programme's Academic Committee, in the school's Student Services Office and another will be kept by the doctoral student.

(1) The title of the dissertation may not exceed 200 characters.

(2) Maximum of 3 advisors.

(3) The designation of a new tutor and/or dissertation advisor means they agree to monitor the doctoral student's research activity, and that they accept the **"Doctoral Student Supervision Agreement"**.

(4) The advisor's express written withdrawal must be attached to the form.

(5) This document must be signed electronically using Adobe Acrobat and must not be locked once signed.

This form may be completed on your computer by downloading it from the website. If it is completed by hand, please use clear, legible printed upper-case letters.

**Application to Register/Modify Doctoral Dissertation Project**

DNI/NIE/Passport	Nationality	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Telephone	E-mail (preferably UCM)
Name		Surname(s)		
Address during the academic year				Number Apartment
City		Province		Post Code

Doctoral Programme Information

School	
Programme Name	Academic year started
Programme Coordinator	
Assigned tutor	ID No. (DNI)

Information for Registering the Dissertation Project

Title (1): _____ _____ _____			
Advisor(s) (2)			
Name and surname(s)		School	
DNI/Passport	Nationality	E-mail	
Name and surname(s)		School	
DNI/Passport	Nationality	E-mail	
Name and surname(s)		School	
DNI/Passport	Nationality	E-mail	

In Madrid, on _____

Doctoral Student

Signed: _____

Dissertation Advisors' Acceptance

The proposed advisors state that they meet the requirements of current regulations (BOUC 21-12-2012), amended by agreement of the Governing Board of 23-04-2015 (BOUC 29-04-2015); and they agree to direct the Doctoral Dissertation of the student:

Name and surname(s) _____

Mr/Ms _____ Mr/Ms _____ Mr/Ms _____

Signed: _____ Signed: _____ Signed: _____

Modify Registration of the Doctoral Dissertation Project (3)

To be filled out only if the student is requesting a modification to one of the following sections:

☐ **Dissertation title** (New proposal) _____

☐ **Change in Dissertation Advisor** ID No. (DNI) _____
(New proposal) _____ Nationality _____
School _____ @ _____

☐ **Change in Dissertation Advisor** ID No. (DNI) _____
(New proposal) _____ Nationality _____
School _____ @ _____

☐ **Change in Tutor** ID No. (DNI) _____
(New proposal) _____ Nationality _____
School _____ @ _____

Withdrawal of Previous Advisors (4)

Mr/Ms _____ ID No. (DNI) _____

Signed (5): _____

Mr/Ms _____ ID No. (DNI) _____

Signed (5): _____

Previous Tutor

Mr/Ms _____ ID No. (DNI) _____

Signed (5): _____

Decision of the Doctoral Programme's Academic Committee

The Doctoral Programme's Academic Committee, in a meeting held on _____, given the application presented, has decided to:

- ☐ Proceed to assign the Dissertation Advisor / approve the modification to the Dissertation Project registration.
- ☐ NOT proceed to assign the Dissertation Advisor / approve the modification to the Dissertation Project registration.

Chairperson of the Programme's Academic Committee:

Signed (5): _____

NOTE:

A copy of this decision must be delivered to the student by the School's Student Services Office.

ACADEMIC COMMITTEE RESPONSIBLE FOR THE DOCTORAL PROGRAMME

Basic data protection information for the procedure: Doctoral Studies	
Data Controller	Office of the Academic Vice-Chancellor
Purpose	Administrative and academic management, student mobility
Legitimate Interest	Public interest / legal obligation
Recipients	Data will not be transferred, except for legal obligation
Rights	Access and rectify data, as well as other rights, explained in additional information
Additional information	Can be consulted in detail on our website: www.ucm.es/file/estudios-de-doctorado