



CANDIDATE & DOCTORAL PROGRAMME DETAILS		
Surname(s) and name:		
ID No.:	E-mail:	
Address:	Post Code:	Town:
Name of Doctoral Programme:		
Doctoral Programme Office (department / faculty):		

I REQUEST to study PART-TIME for my doctorate because of:

- Employment for at least a term (provide corroborating documents).
- | In order to care for family members (up to second degree of kinship).
- | High level, high performance or high university level sports person.
- | Physical or sensory disability of 33% or higher.
- Other extraordinary situations to be assessed by the Programme's Academic Commission (attach statement of grounds).

I REQUEST to change my study modality for my doctorate to FULL-TIME.

In _____, on _____ 20____
Applicant's signature,

DECISION FROM THE PROGRAMME'S ACADEMIC COMMISSION	
Based on the documents provided by the candidate at the Doctorate Programme's Academic Commission accepts/rejects the request to study part time for the following period:	
<input type="checkbox"/> Granted; renewal is unnecessary.	Doctoral Programme Coordinator
<input type="checkbox"/> For the present year (to be renewed in the following year)	
<input type="checkbox"/> Application needs renewing in the 201_/201_ academic year.	Signed:

DOCTORAL PROGRAMME COORDINATOR

Department of:

In accordance with the provisions of OL 15/1999 on Personal Data Protection, please be aware that your data will be added to the students' file, whose purpose is academic and administrative management, in addition to management of your participation in the services at the University of Zaragoza. You may exercise your right to access, rectify and cancel data may be exercised in writing to the Administrator.

APPLICATION FOR CONDITION/MODALITY OF PART-TIME/FULL-TIME STUDENT

In general, doctoral courses are considered full time. Application needs to be made to the Doctoral Programme's Academic Commission to study for a doctorate to which a student has been admitted part time by means of the relevant documents. The application may be due to work, family or personal circumstances. For example: being a high level or high-performance sports person; having special educational needs; financial situation of the family; work needs; family care needs; simultaneity of studies; or any other factor that makes it impossible to dedicate oneself full time to a doctorate.

During the official admission period, doctoral students can ask the Programme's Academic Commission to change from part-time studies to full-time. The merits of each case will be studied, and a report may be requested from the thesis director and tutor. Extraordinarily, the Programme's Academic Commission may authorise the change within the academic year, outside of any enrolment period.

Once the change in modality has been made, the date for the reading of the thesis will be recalculated. The fee corresponding to academic tutelage for the doctorate is a fixed amount not conditional on the way in which the doctorate is studied.

Following application from the student or their guardian or legal representative, students with a level of disability greater than 33% may receive the condition of a part-time student by presenting supporting documents for said circumstance.

PROCEDURE:

-Application is achieved using this standardised form, attaching supporting documents and statement of grounds, where applicable.

-The Programme's Academic Commission will decide and send the form, now signed, to the School of Doctoral Studies. The decision will include the duration of the condition as a part-time student and when the application needs to be renewed.

-The present standardised form can also be used to change modalities to full-time studies.

-The Section at the School of Doctoral Studies will recalculate the date for reading the thesis and include it in the student's file, in Sigma.