PRE-ENROLMENT APPLICATION GUIDE FOR DOCTORAL STUDIES

April 2024

Pre-enrolment application is made through the online application, **SIGMA Alumnos-Doctorado**: http://sigma.uva.es/Inicio/Alumnos

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Introduction: General navigation instructions in the Sigma-Doctorado application

- Although the application is compatible with any browser, Mozilla Firefox is recommended.
- VERY IMPORTANT: Your application details are only saved when you complete your application, in the Confirm Application (= "*Confirmar solicitud*") section, so you must complete the application in a single session.
- If you wish to modify a field that has already been filled in, you must delete all of the content.
- If you wish to return to a previous screen, you must complete the screen you are currently on.
- To advance to the next screen, click Continue (= "*Continuar*") or Next (= "*Siguiente*").

1. Preliminary preparations: User name and password for access

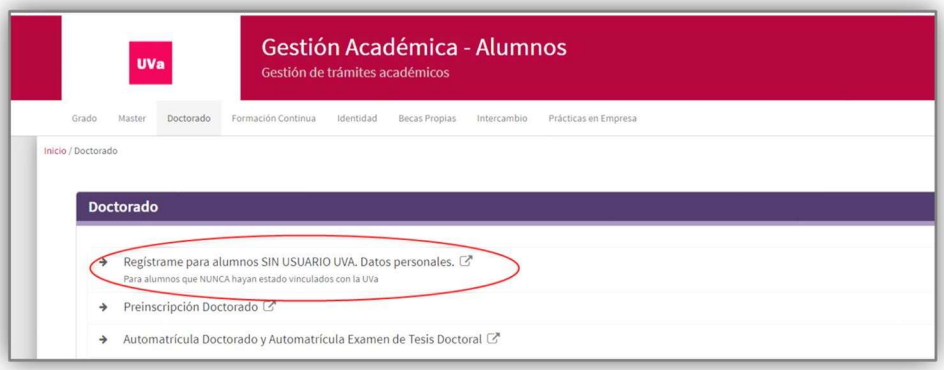
a. Students who have already been enrolled at the University of Valladolid

The username and password for access are the same as those used in other UVa applications.

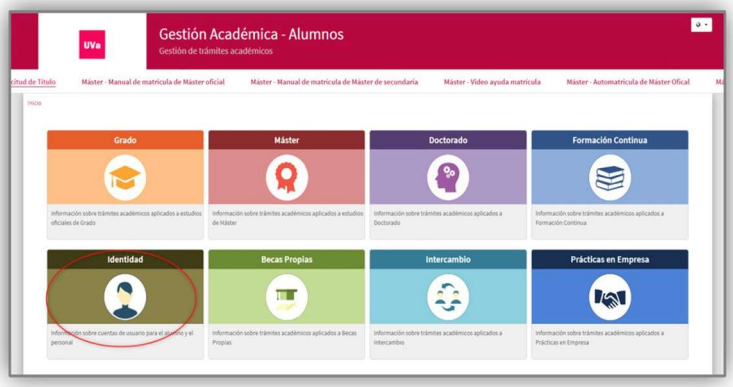
The user field consists of e+eight digits of the ID+ID letter. (Example: e09876543k). If you do not have an ID number, the user has the format u+eight digits+letter.

b. Students who have NOT been enrolled at the University of Valladolid

You will obtain your username and password by clicking on "Register me for doctoral pre-registration" (="*Regístrame para Preinscripción Doctorado*").



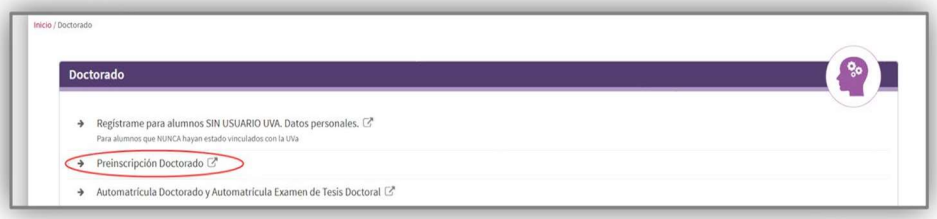
If you have forgotten your password, you can get it from the “Get/Retrieve Password” (= “*Obtener/Recuperar Contraseña*”) option in the "Identity" menu at http://sigma.uva.es/Inicio/Alumnos



2. Access to the application

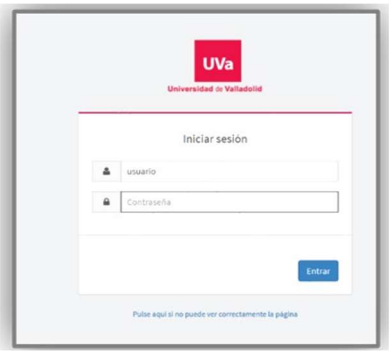
From the following address: http://sigma.uva.es/Inicio/Alumnos

You must click on “Doctorate pre-registration” (=“*Preinscripción Doctorado*”).



3. Pre-registration in doctoral studies

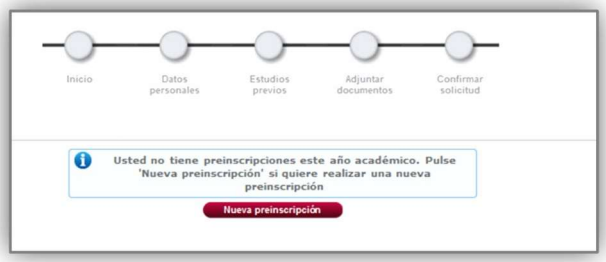
Log in, filling in your username and password:

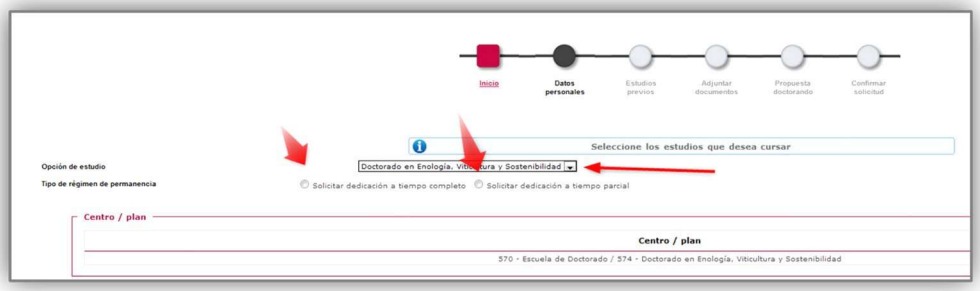


You will have to follow the different screens, always clicking on the next button until you reach the end in order to confirm the application, in a single session.

a) Home screen

Click on "New pre-enrolment" (="*Nueva preinscripción*") and select the doctoral programme you wish to pre-enrol in:



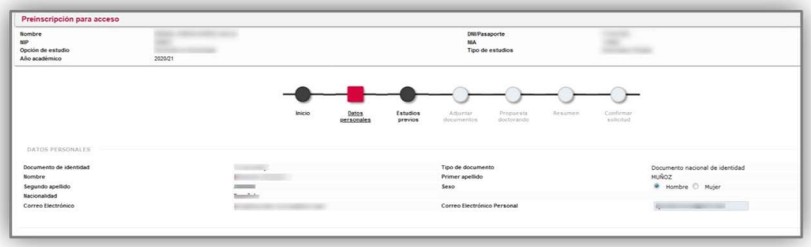


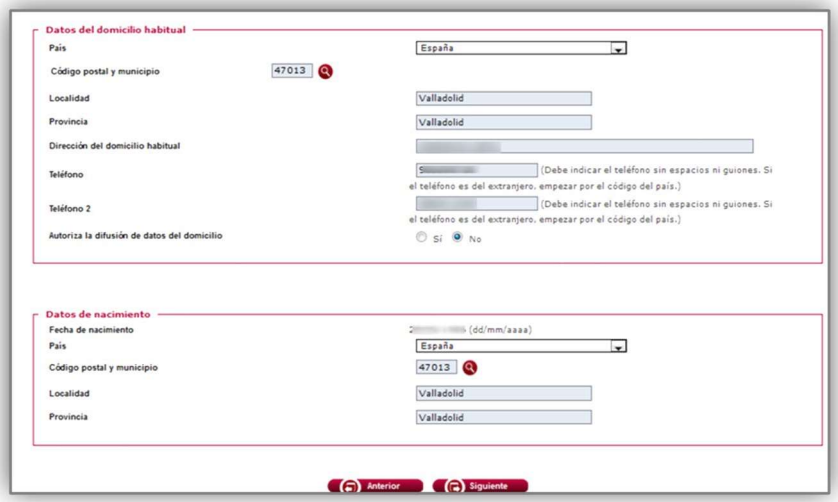
As a general rule, doctoral studies are taken on a full-time basis. However, you can apply for part-time enrolment if you meet the requirements (working, caring for a family member, high-level athlete, disability equal to or greater than 33%, etc.), by clicking on the corresponding option. In this case, please include the part-time student status application document in the "attach documents" (= "*adjuntar documentos*") section.

b) Personal details screen

The application will automatically retrieve the data you have previously included in the REGISTRATION process, or those that already exist as a UVa student.

Check all these details and modify and/or complete those that are necessary, so that they are shown as they appear in your ID/Passport, without abbreviations and correctly accented:

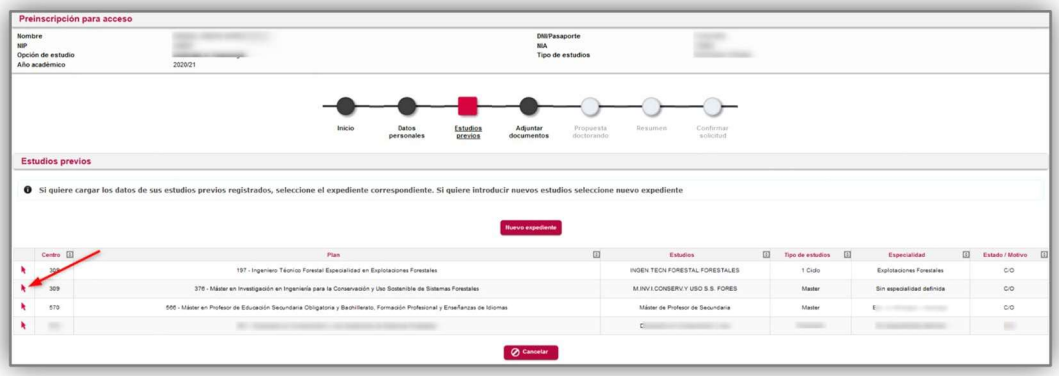




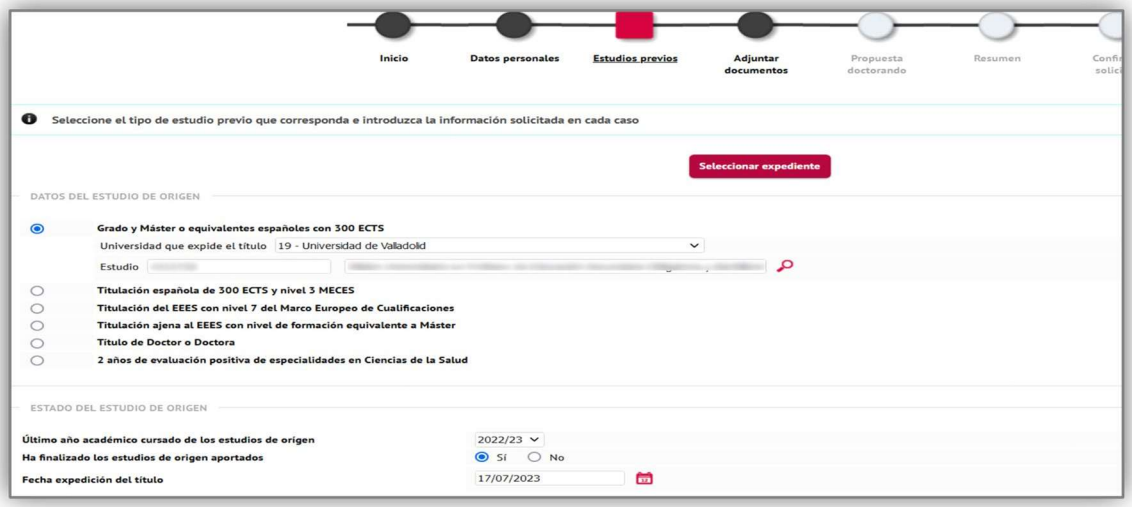
Finally, do not forget to confirm that you have read the information concerning the processing of personal details:

c) Previous studies screen

c.1 If you access the doctorate with previous studies at the UVa, select the corresponding academic record:



The screen will show the details corresponding to the studies completed:



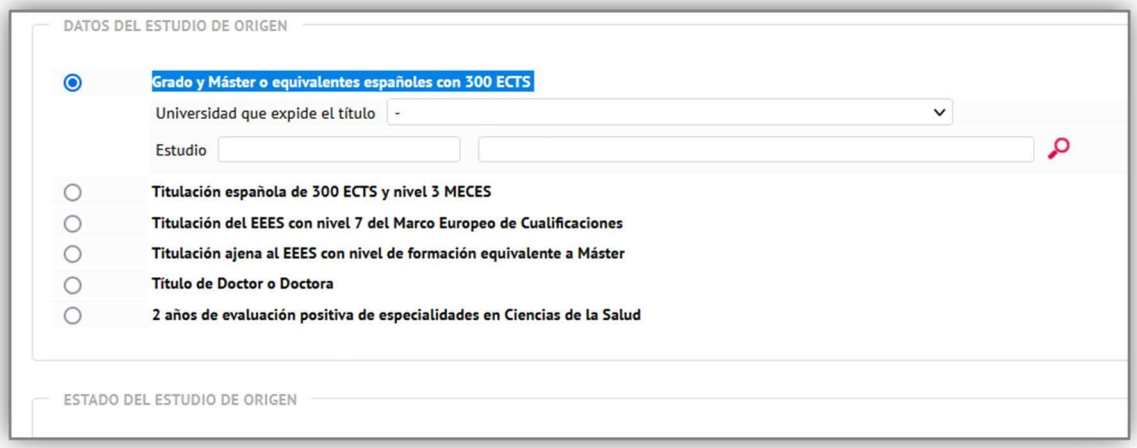
c.2 If you access the doctorate with previous studies NOT taken at the UVa, click on NUEVO EXPEDIENTE (= "new academic record") and select one of the CASES described above, depending on your route of admission.

Depending on your previous studies, you will have to select a pathway, fill in the required information about your previous studies, and attach the required documents in the next screen, "Attach documents" (="*Adjuntar documentos*").

If you cannot find your home university or previous studies, please contact: acceso.doctorado@uva.es

Case 1. Bachelor's and master's degrees or equivalent with 300 ECTS

Fill in the requested fields: University issuing the degree and the name of the course of study you took.



On the "Attach documents" (="*Adjuntar documentos*") screen, you will need to provide the following documentation, which you will have scanned beforehand:

- Passport (if you are a foreign citizen)
- Curriculum vitae
- Bachelor's degree
- Academic transcript of the bachelor's degree or SET
- Master's degree
- Academic certificate of the master's degree or SET
- Endorsement of future thesis supervision

Moreover, additional documents may be required depending on your personal situation or on the specific requirements of the doctoral programme you wish to be admitted to. For more information, see section 3.(d) of this Guide: "Attach documents screen" (="*Pantalla de adjuntar documentos*").

Case 2. Spanish qualification with 300 ECTS and MECES level 3

Fill in the requested fields: University issuing the degree and the name of the course of study you took.

On the "Attach documents" (= "*Adjuntar documentos*") screen, you must provide the following documents, which you will have scanned beforehand:

- Passport (if you are a foreign citizen)

- Curriculum vitae
- Degree(s) taken
- Academic transcript of studies
- MECES 3 certificate

Moreover, additional documents may be required depending on your personal situation or on the specific requirements of the doctoral programme you wish to be admitted to. For more information, see section 3.(d) of this Guide: "Attach documents screen" (="*Pantalla de adjuntar documentos*").

Case 3. EHEA degree with level 7 of the European Qualifications Framework

Fill in the requested fields: University issuing the degree and the name of the course of study you took.

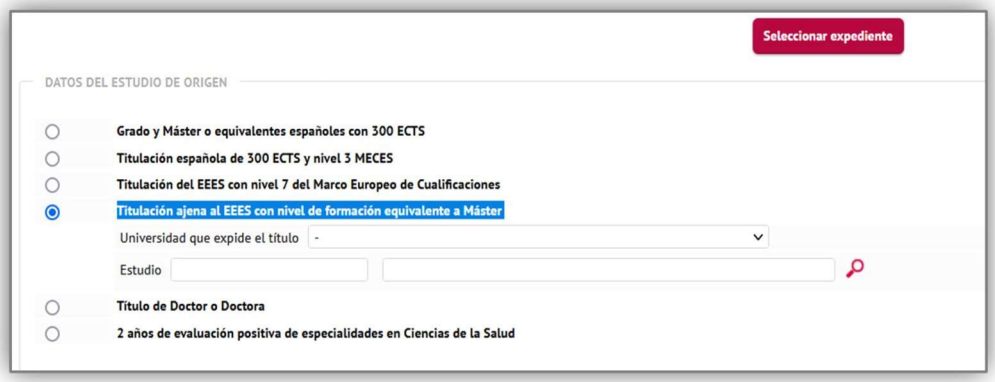
On the "Attach documents" (= "*Adjuntar documentos*") screen, you must provide the following documents, which you will have scanned beforehand:

- Passport (if you are a foreign citizen)
- Curriculum vitae
- University degree of the studies completed in the country of origin
- Academic transcript of studies issued by the university of origin
- Justification that this qualification accredits level 7 of the European Qualifications Framework
- Document certifying that the qualification qualifies for access to doctoral studies in the country in which the qualification was awarded

Moreover, additional documents may be required depending on your personal situation or on the specific requirements of the doctoral programme you wish to be admitted to. For more information, see section 3.(d) of this Guide: "Attach documents screen" (="*Pantalla de adjuntar documentos*").

Case 4. Non-EHEA degree with a level of education equivalent to a master's degree

Fill in the requested fields: University issuing the degree and the name of the course of study you took



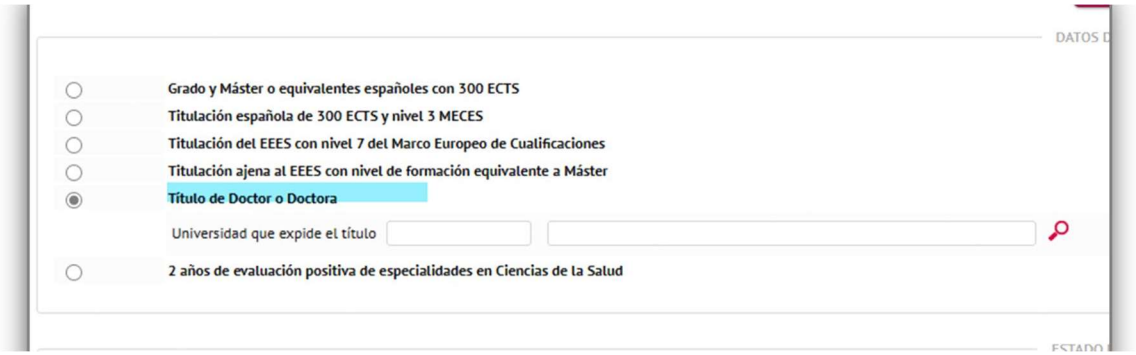
On the "Attach documents" (= "*Adjuntar documentos*") screen, you must provide the following documents, which you will have scanned beforehand:

- Passport (if you are a foreign citizen)
- Curriculum vitae
- University degrees of studies completed in the country of origin with a level of training equivalent to the Spanish equivalent of the Spanish master's degree.
- Academic transcript of those studies, including the duration of the course, the subjects taken with their grades/marks and number of credits or hours of study.
- Study plan or certificate of duration of those studies.

Moreover, additional documents may be required depending on your personal situation or on the specific requirements of the doctoral programme you wish to be admitted to. For more information, see section 3.(d) of this Guide: "Attach documents screen" (="*Pantalla de adjuntar documentos*").

Case 5. Doctoral degree

Fill in the requested field: University issuing the degree and in the study field select the general option DOCTOR.



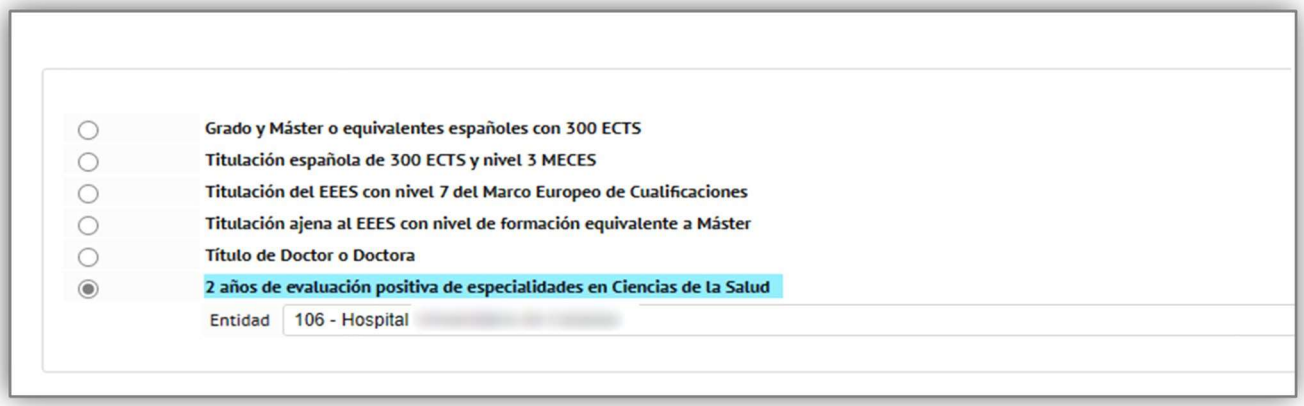
On the "Attach documents" (= "*Adjuntar documentos*") screen, you must provide the following documents, which you will have scanned beforehand:

- Passport (if you are a foreign citizen)
- Curriculum vitae
- Degree of doctor

Moreover, additional documents may be required depending on your personal situation or on the specific requirements of the doctoral programme you wish to access. For more information, see section 3.(d) of this Guide: "Attach documents screen" (="*Pantalla de adjuntar documentos*").

Case 6. Two years of positive assessment as a specialist

Fill in the required field: the entity that has assessed your training positively.



On the "Attach documents" (= "*Adjuntar documentos*") screen, you must provide the following documents, which you will have scanned beforehand:

- Passport (if you are a foreign citizen)
- Curriculum vitae
- University degree which you hold
- Official certification of the positive assessment of at least two years of the training, issued by the teaching unit of the hospital (to upload this document, you can choose the option "other documents" (= "*otros documentos*")).

Moreover, additional documents may be required depending on your personal situation or on the specific requirements of the doctoral programme you wish to be admitted to. For more information, see section 3.(d) of this Guide: "Attach documents screen" (="*Pantalla de adjuntar documentos*").

d) Attach documents screen

Depending on the option chosen on the previous screen, the documents listed above will be attached (although other documents may also be required):

- Application for part-time dedication, if applicable.
- Other documents depending on the requirements of each doctoral programme, such as language certificates, research plan report, endorsement of future thesis supervision, etc.

For more information, please consult the admission criteria of the website of the chosen doctoral programme.

There are some documents (compulsory) –such as the curriculum vitae– without which you cannot continue with the pre-enrolment process. It is very important to bear in mind that you must upload the documents in the appropriate section. To attach additional documents that do not appear, you have the option "Other documents" (= "*Otros documentos*").

To attach the required documentation –depending on your access case– personal situation and particularity of the doctoral programme, you must:

1. Select the type of document to attach.
2. Click on "browse" (="examinar") to search your computer's hard disk for the document you wish to attach.
3. Click on "Add" (="añadir").

e) Doctorate proposal screen

You must complete it by clicking on and adding the requested details: tutor, supervisor(s) and proposed research line(s).

Keep in mind that:

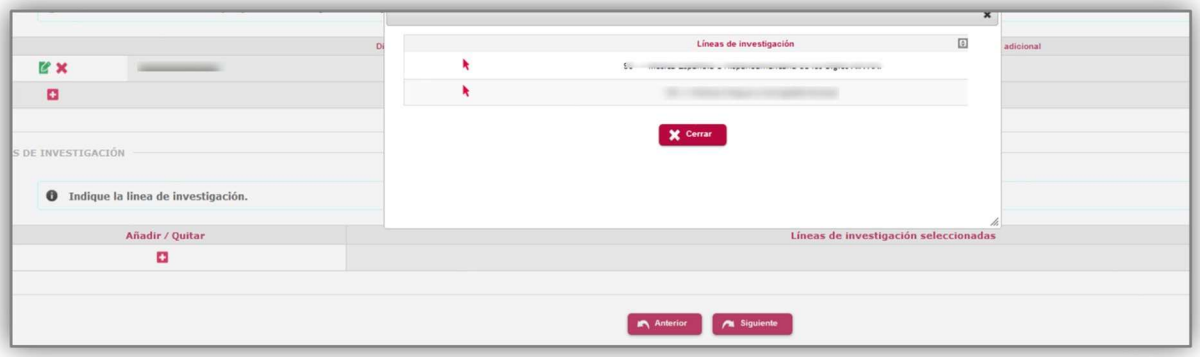
- Since the thesis tutor must be a member of the faculty staff of the doctoral programme, you must select one from the drop-down menu.

- You must propose a thesis supervisor. If you do not indicate one (in some programmes this is compulsory), the academic committee of the programme will assign one to you.

Exceptionally, in the case of doctoral programmes taken through national and international collaboration on a thesis co-supervision or industrial doctorate basis, or when there are academic or interdisciplinary reasons, there may be three directors.

- If the thesis supervisor is from outside the University of Valladolid, you must fill in all their details:

- The thesis must be taken in one or more of the lines of research of the programme according to the drop-down menu.



Important: your proposal will be sent to the academic committee of the doctoral programme, who will finally accept or reject your application and appoint your tutor and thesis supervisor. They may also modify the proposal you are making at this time.

f) Summary screen

Here you can see a summary of your application.

g) Application confirmation screen

Remember that you must reach this screen for the application to be saved.

Here you can print your application, or send it by e-mail to the address indicated in "Personal details" (="*Datos personales*").

4. Consult/change the status of my application

To consult/change the status of your application, you have to re-enter the application and click on the pencil icon:

Here you have the option to print, change, or consult.

5. Application status

Your application may be in various STATUSES or STAGES:

- **Requested by the student**: your application is pending validation by the administrative secretariat of the Doctoral School.
- **Validated by the administration**: your application has passed the first stage (administrative review) and is awaiting review for admission or rejection by the academic committee of the doctoral programme.
- **Incomplete/pending documentation**.
- **Rejected by the administration**: the attached documentation has been declared invalid.
- **Admitted**: if your application has been approved by the academic committee of the programme, you will receive an email and you must enrol within the established deadlines. If you do not formalise your enrolment before the deadline, it will be understood that you renounce your place.