SELF-ENROLMENT GUIDE FOR FIRST-YEAR STUDENTS (NEW STUDENTS) IN DOCTORAL STUDIES

June 2024

The application for self-enrolment in doctoral studies is done through the online application, SIGMAAlumnos-Doctorado: http://sigma.uva.es/Inicio/Alumnos

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Introduction and general navigation instructions for the SIGMA Doctorate application

These instructions are for students **who are starting their doctoral studies**, i.e. for those who are enrolling in an RD 99/2011 doctoral programme for the first time.

In subsequent years you must renew your registration at the beginning of each academic year in order to keep your file active, otherwise, it will be closed and you will no longer be considered a UVa student. For more information, please consult the Self-registration guide for second and subsequent years of doctoral studies (renewal) año y sucesivos cursos de doctorado (renovación)

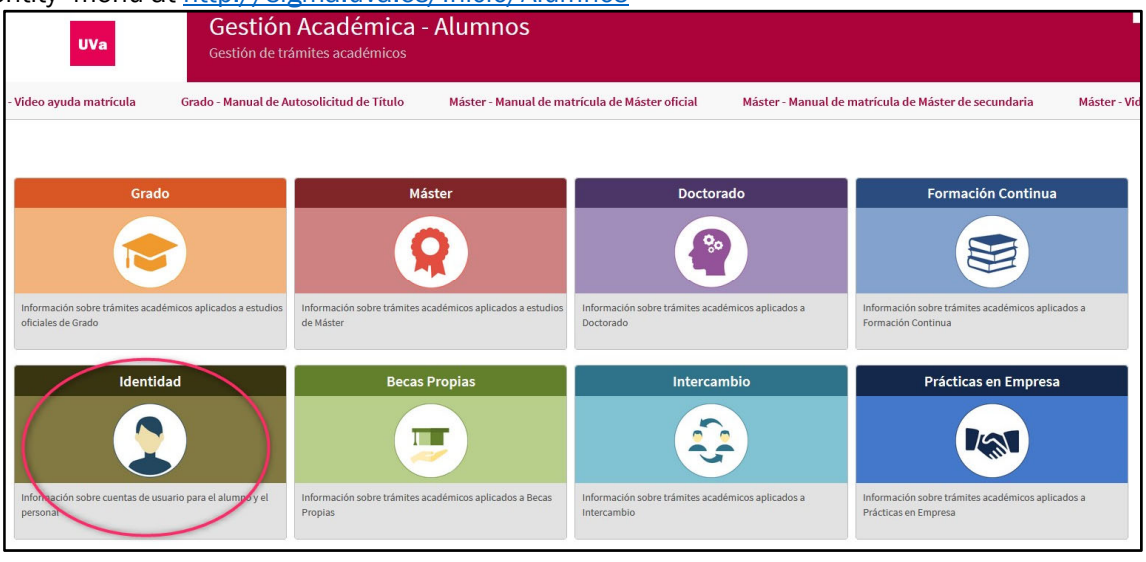
- In order to self-register you must have a computer with internet access and a printer to obtain the registration receipt and payment slip (if applicable).
- Although the application is compatible with any browser, we recommend using **Mozilla Firefox**.
- If you wish to modify an already filled in field, you must completely delete its content.
- If you wish to return to a previous screen, you must complete the screen you are currently on.
- To move on to the next screen, click on Continue or Next.

1. Username and password

Once you have been admitted to the doctoral programme of your choice, you must register at the university. Enrolment will entitle you to doctoral monitoring and the use of the resources necessary for you to do your work, as well as the guarantee of compliance with the rights provided by the regulations for doctoral students in their entirety.

The username and password for accessing the application depend on your situation:

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 the other UVa applications:
The user field consists of e+eight digits NIF+Letter NIF. (Example: e09876543k).
If you do not have a NIF, the user has the format u+eight digits+letter
If you have forgotten your password you can obtain it in the option 'Obtain/Recover Password' of the 'Identity' menu at http://sigma.uva.es/Inicio/Alumnos



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 students WITHOUT UVA USER'.

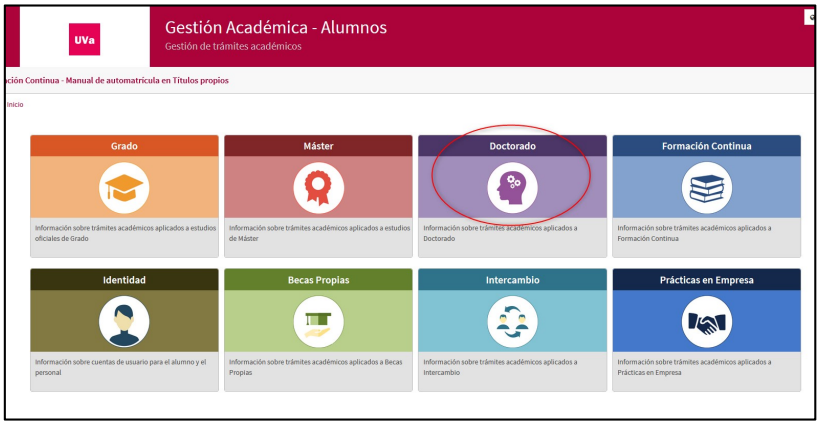
2. Access to application

a) At the following SIGMA link: http://sigma.uva.es/Inicio/Alumnos
b) From the website of the Escuela de Doctorado: https://esduva.uva.es/

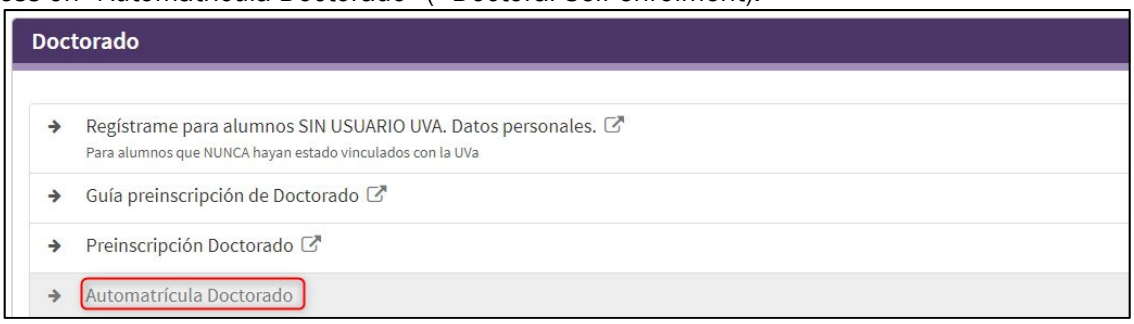
You must click on "*Gestión del Doctorado*" (=PhD management):

Then, click on "*Acceso Alumnos*" (=Student access):

Then, on "doctorado" (doctorate):

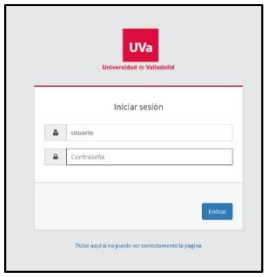


Finally, press on “Automatrícula Doctorado” (=Doctoral Self-enrolment):



3. Doctoral self-enrolment

Log in, filling in your username and password:



You will have to follow the different screens, always clicking “next” and until you reach the end to confirm registration, in ONE SINGLE SESSION.

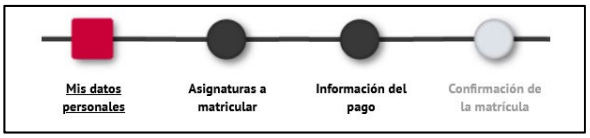
3.1. Home screen

Click on Registration (=“*Alta de Matrícula*”):

Depending on each case, you may be taken directly to the personal details screen or to a file selection screen like the following one.

Always click on the arrow that says ‘Escuela de Doctorado’:

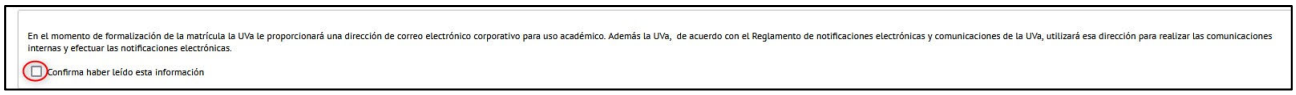
3.2. Personal data screen



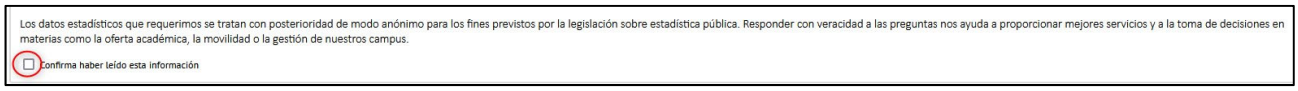
The application will automatically retrieve the data that you have previously included in the registration process, pre-registration or those that already existed as a UVa student.

Check all this data and/or complete those that are necessary, so that they are shown as they appear in your ID/Passport, without abbreviations and correctly accented.

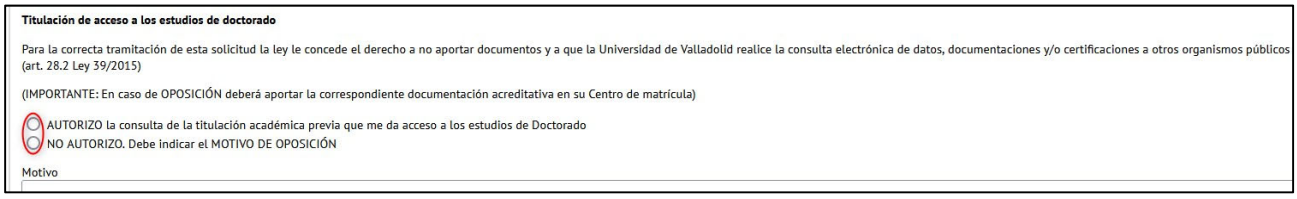
You must confirm that you have read the information regarding the institutional e-mail:



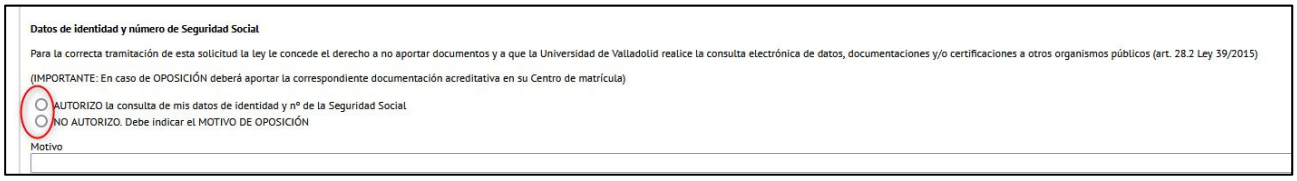
You must confirm that you have read the information regarding data protection:



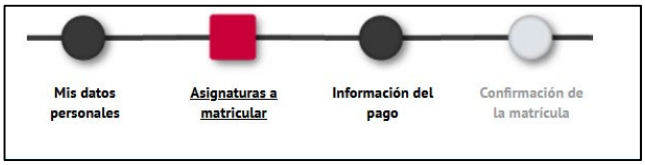
You can AUTHORISE the verification of the academic qualification that allows you access to doctoral studies. If you do not authorise consultation you must indicate the REASON and present the supporting documentation at the Doctoral School:



You can AUTHORISE the verification of your DNI/NIE or Social Security number. If you do not authorise verification, you must indicate the REASON and present the supporting documentation to the Doctoral School:



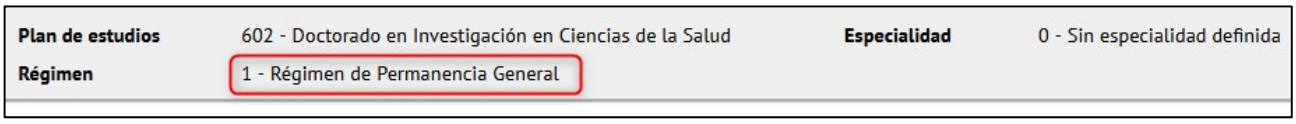
3.3. Courses to enrol in



3.3.1. Verify that the dedication regime is correct

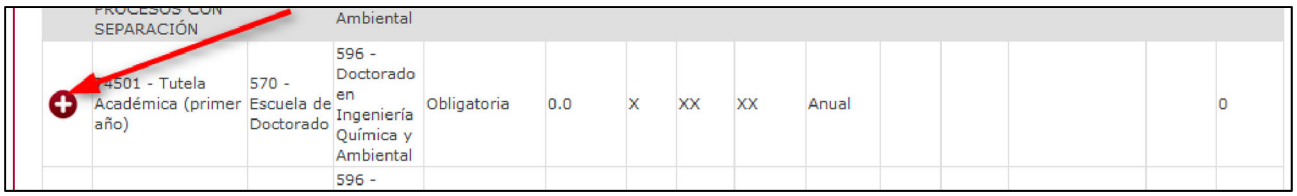
If you have been admitted on a full-time basis, '1- General dedication regime' will appear" (= "***1- Régimen de Permanencia General***").

If you applied for admission on a part-time basis and this has been granted '2- Part-time regime' (="***2- Régimen a tiempo parcial***") must appear.



3.3.2. Enrol for academic tutoring (MANDATORY in all cases)

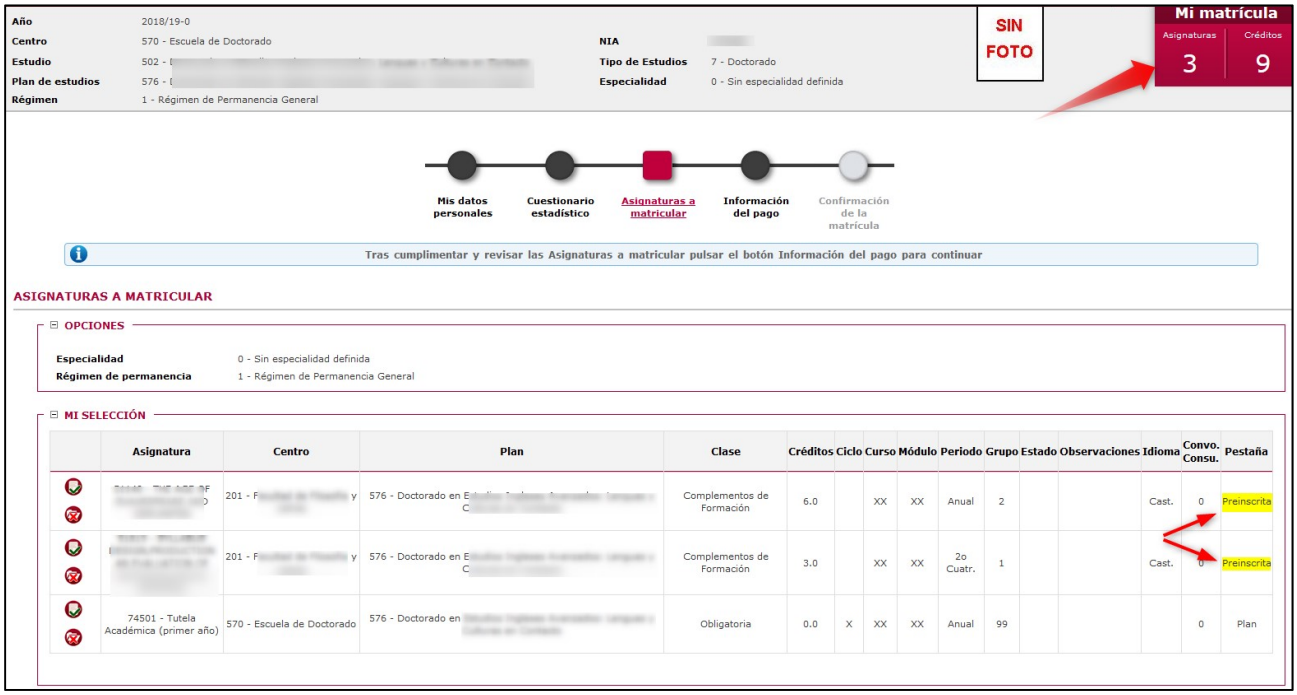
Select, by pressing the button , the course "Tutela Académica (primer año)", which appears on the tab "**Plan**" :



3.3.3. If applicable, register for complementary training courses

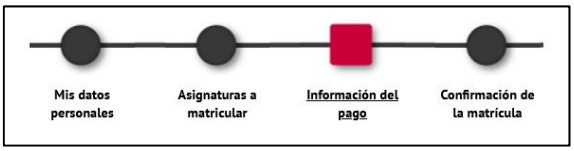
If the academic committee of your doctoral programme has assigned you further training courses in your admission, they will appear by default and you will have to register for them now, on this same screen. You will see them in the 'MY SELECTION' tab. You do not have to choose any more.

The screen will look like this, since the enrolment we are using as an example corresponds to the academic tutoring and two subjects of three and six credits (complementary courses). Remember that for Sigma purposes, academic tutoring is a subject:



Click on **'Next'** to move on to the following screen.

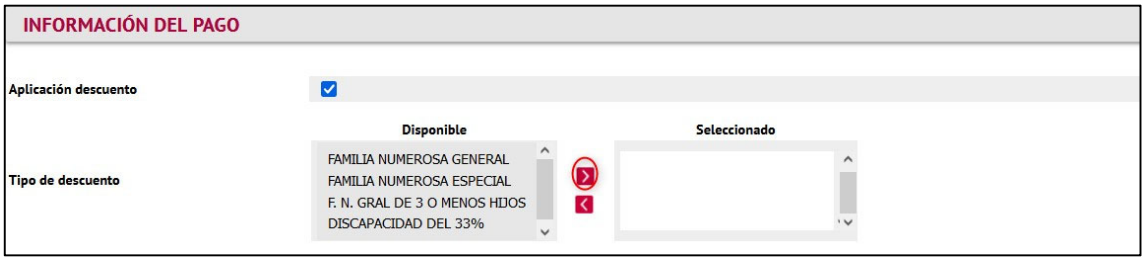
3.4. Payment information screen



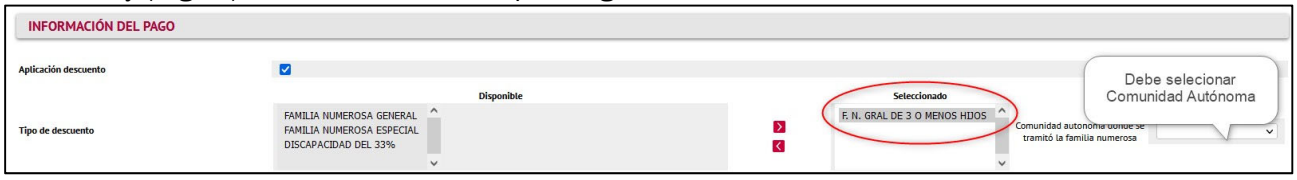
3.4.1. Discount application

The discounts available on enrolment will appear by ticking the option "Aplicación descuento" (='*Discount application*').

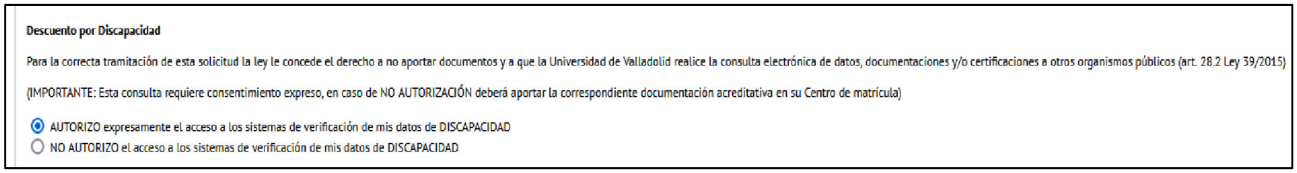
- If you have a Large Family card with three children or fewer, you must select the F.N. GRAL DE 3 O MENOS HIJOS (THREE OR LESS CHILDREN.
- If the Large Family card has four or more children, select GENERAL LARGE FAMILY or SPECIAL LARGE FAMILY.



If you select the Disability discount or the Large Family discount, you must inform the autonomous community (region) that issues the corresponding accreditation:



In addition, you must AUTHORISE verification of your data corresponding to Large Family or Disability. If you DO NOT AUTHORISE consultation you must indicate the REASON and present the supporting documentation at the Doctoral School. If you do not authorise or present the documentation, the discount cannot be applied.



3.4.2. Payment in instalments

The **amount of the academic supervision can NOT be divided into instalments**. Please note that payment in doctoral studies can only be paid in instalments if you have to enrol for complementary courses.

3.4.3. Payment method

There are several options:

1. **Direct debit**: You must indicate the account number where you wish the corresponding charge to be made (24 digits, including the IBAN code) and the personal details of the account holder. It must be an account opened in Spain.
   At the end of your registration, a document called 'ORDEN DE DOMICILIACIÓN DE ADEUDO DIRECTO SEPA' will be generated, which you (the account holder) **must fill in, sign, and send to the Doctoral School**. You can send it to the following e-mail address acceso.doctorado@uva.es

2. **Payment in a financial institution**: You can make payment in person at any branch of Banco Santander in Spain by presenting the "**abonaré**" document generated by SIGMA within a maximum period of seven days from the date of enrolment. If you choose this method, you CANNOT pay in instalments. **Send this proof of payment to the Doctoral School**. You can send it to the following e-mail address acceso.doctorado@uva.es

Notice for foreign students without an account in Spain: if you are outside Spain, once you have obtained the payment document for your registration (abonaré) you must make a transfer from the bank branch abroad to the University's account number. To do this you have to select "pago por entidad financiera" (= "*payment by financial institution*") to generate the credit note and make the **transfer to the account number of the University of Valladolid**:

BANCO SANTANDER CENTRAL HISPANO
IBAN: ES10 0049 5450 0526 1608 6046
SWIFT: BSCHESMM

The bank transfer will clearly specify:

Name and surname of the student
The NIP number that appears on the credit note of the **"abonaré"**
Doctoral programme in which the student is enrolled

The **amount received in the account must be exact**, so you must do it **in euros and not in dollars**, and bear in mind that the **costs are to be paid by the sender**.

Then, send the document accrediting your transfer to the Doctoral School (acceso.doctorado@uva.es)

3.4.4. Section “other amounts”

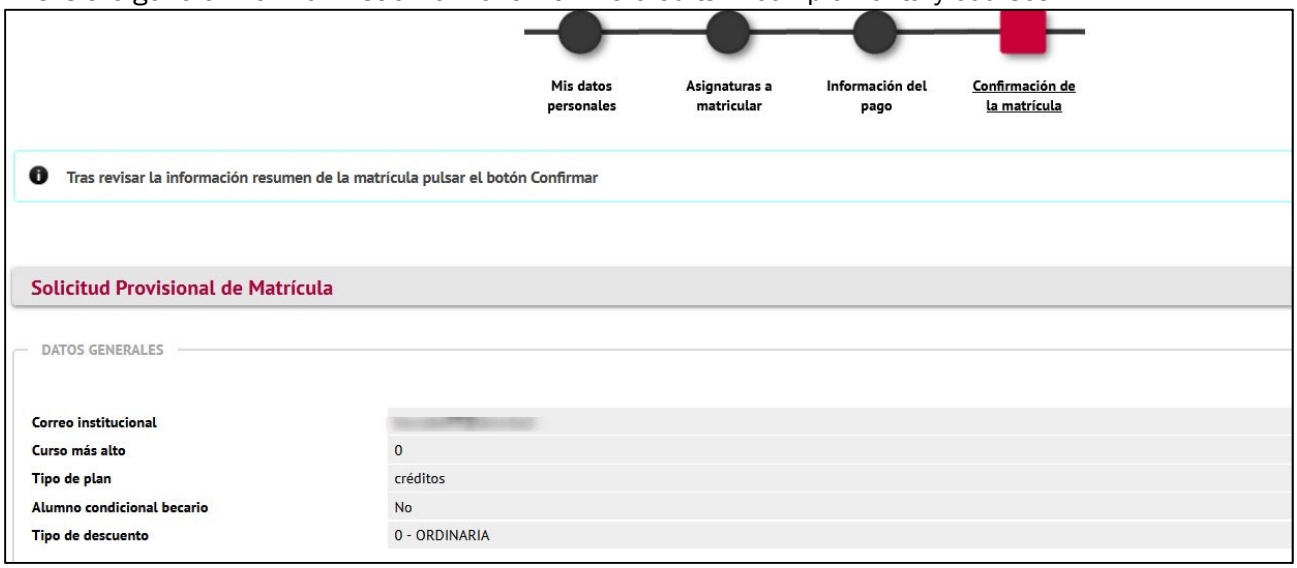
- Academic insurance will be marked if you are under 28 years old, as will the opening of a file if you have to pay for it.
- You can choose to mark the amount of the UVa student card if you do not have it.
- Important: **Students with access qualifications issued outside the EHEA** must mark the amount corresponding to the **evaluation of the foreign degree**.

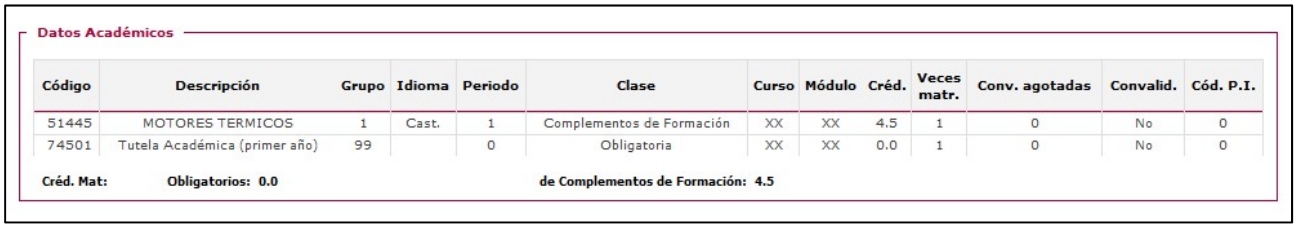
3.5. Enrolment confirmation screen

On this screen you will see the summary of the registration (courses, credits, discount rates, total amount and payment method).

Check all the information and if it is correct, click on **CONFIRMAR** (= “*Confirm*”).

This is the general view for first enrolment with 4.5 credits in complementary courses:

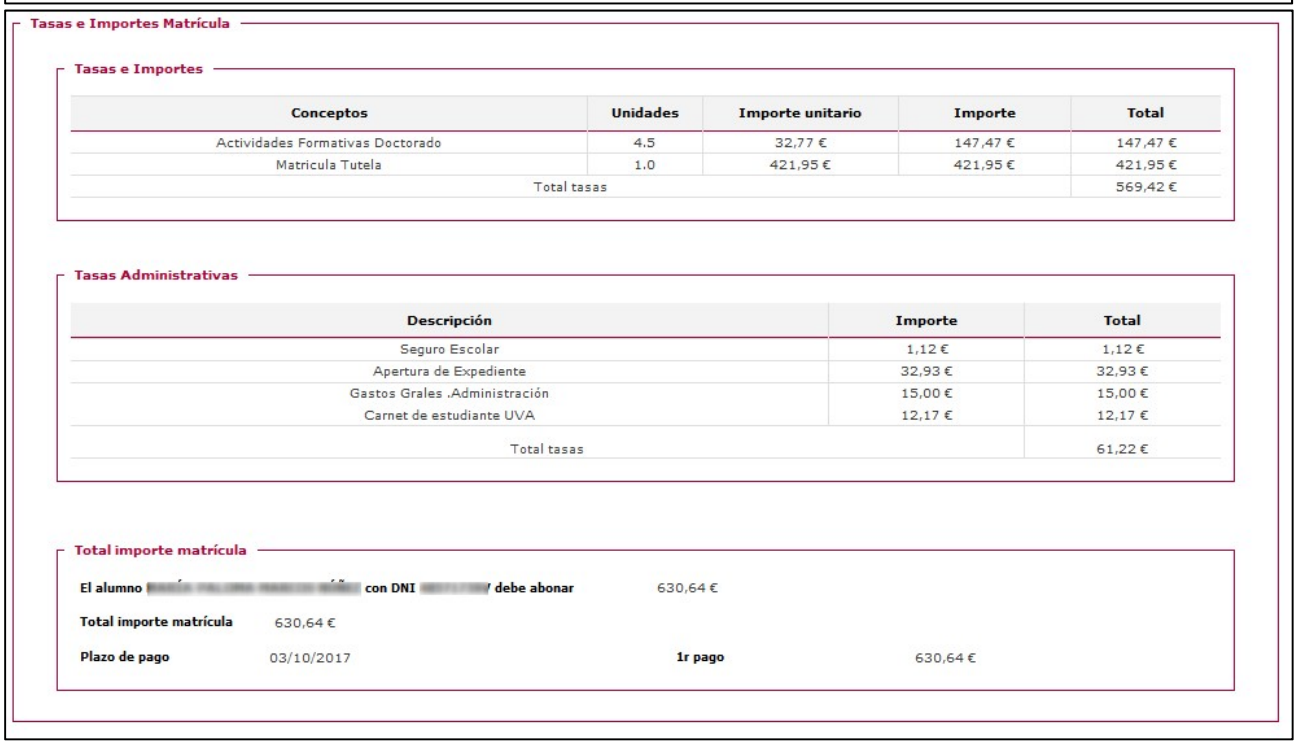




Datos Académicos

Código	Descripción	Grupo	Idioma	Periodo	Clase	Curso	Módulo	Créd.	Veces matr.	Conv. agotadas	Convalid.	Cód. P.I.
51445	MOTORES TERMICOS	1	Cast.	1	Complementos de Formación	XX	XX	4.5	1	0	No	0
74501	Tutela Académica (primer año)	99		0	Obligatoria	XX	XX	0.0	1	0	No	0

Créd. Mat: **Obligatorios: 0.0** **de Complementos de Formación: 4.5**



Tasas e Importes Matrícula

Tasas e Importes

Conceptos	Unidades	Importe unitario	Importe	Total
Actividades Formativas Doctorado	4.5	32,77 €	147,47 €	147,47 €
Matricula Tutela	1.0	421,95 €	421,95 €	421,95 €
Total tasas				569,42 €

Tasas Administrativas

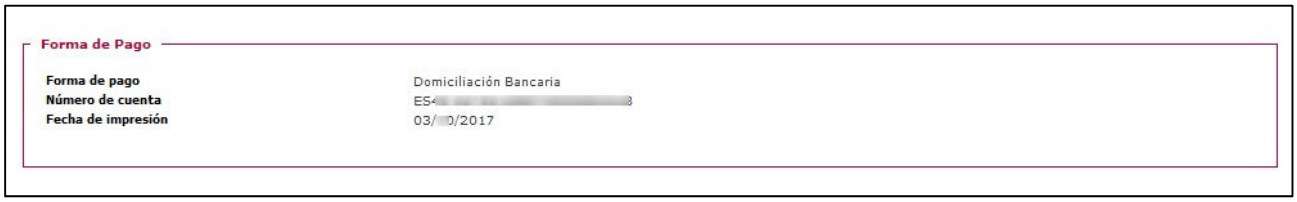
Descripción	Importe	Total
Seguro Escolar	1,12 €	1,12 €
Apertura de Expediente	32,93 €	32,93 €
Gastos Grales .Administración	15,00 €	15,00 €
Carnet de estudiante UVA	12,17 €	12,17 €
Total tasas		61,22 €

Total importe matrícula

El alumno [redacted] **con DNI** [redacted] **debe abonar** 630,64 €

Total importe matrícula 630,64 €

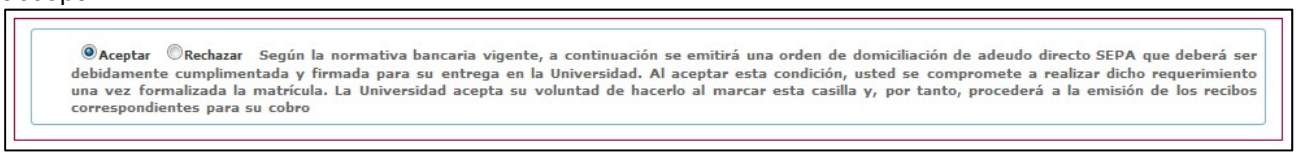
Plazo de pago 03/10/2017 **1r pago** 630,64 €



Forma de Pago

Forma de pago Domiciliación Bancaria
Número de cuenta ES[redacted]
Fecha de impresión 03/[redacted]0/2017

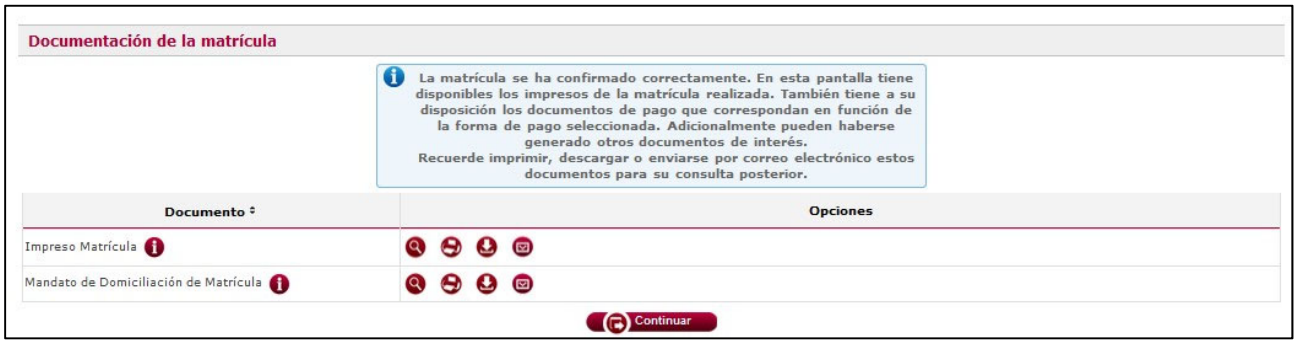
If you are paying by direct debit for the first time or if you change your account number, you will have to accept:



(●) **Aceptar** ( ) **Rechazar** Según la normativa bancaria vigente, a continuación se emitirá una orden de domiciliación de adeudo directo SEPA que deberá ser debidamente cumplimentada y firmada para su entrega en la Universidad. Al aceptar esta condición, usted se compromete a realizar dicho requerimiento una vez formalizada la matrícula. La Universidad acepta su voluntad de hacerlo al marcar esta casilla y, por tanto, procederá a la emisión de los recibos correspondientes para su cobro

Click on **CONFIRMAR** (= "*Confirm*").

3.6. Once enrolment is confirmed



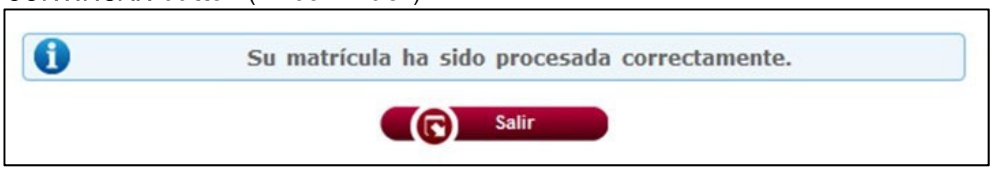
By clicking the corresponding icons, here you can see the enrolment form, download it, print it and send it by e-mail.

Do not forget:

- If you have chosen the payment method "Entidad financiera" (= "*Financial institution*"), you must also print the bank transfer note to make payment effective (two copies). Once you have paid, send it to acceso.doctorado@uva.es

- If you have chosen for the first time the payment method "Domiciliación bancaria" *(= "Direct debit"*) or you have changed the account number, you must print the "Mandato de domiciliación bancaria" to be signed electronically by the account holder and send it to acceso.doctorado@uva.es

Click on the **CONTINUAR** button (= "*continue*").



Click on the SALIR button to finish the process.

3.7. After enrolment: Documentation

Once the process has been completed, **enrolment is conditional upon payment of the established amounts as well as fulfilment and verification of the access requirements.** Enrolment will therefore be cancelled on 31 December of the corresponding academic year if you have not provided the required documentation for formalising enrolment indicated at the following address: https://esduva.uva.es/en/phd-students/access-admission-and-enrolment/enrolment/

Please note:

- **Deadline**: 10 days.
- **Procedure**: Through the electronic registers of the administration and post offices (indicate GEISER registration codes of the Doctoral School of the University of Valladolid: U01900041).
- **Place**: at the Doctoral School.

Exceptionally, until 30 November of the corresponding academic year, the documentation of foreign students that must be legalised through diplomatic channels may be submitted.

IF YOU HAVE ANY QUERIES, PLEASE CONTACT THE DOCTORAL SCHOOL AT THE FOLLOWING E-MAIL ADDRESS acceso.doctorado@uva.es

Possible frequently asked questions

What are the consequences of non-payment of tuition fees?

Failure to pay the registration fee (total or partial) may result in the **cancellation** of the registration under the terms and effects established in the University's regulations. Thus, the student will be in arrears for the following years, such that if they wish to re-enrol at the University of Valladolid, they will not be able to do so unless they settle the debt beforehand.

Can I pay my tuition fees in instalments?

If you choose to pay by direct debit, you can choose a single payment or you can defer payment, but bear in mind that in doctoral studies it is only possible to pay in instalments if you have to enrol for complementary courses. The academic supervision fee can NOT be paid in instalments.

Is my application for part-time study authorised?

Check that the timetable is correct. If you applied for a part-time regime in your admission and it has been granted, this information should appear on the screen. If it does not appear, contact the Doctoral School or send an email to acceso.doctorado@uva.es

What is the NUSS? Is it compulsory?

It is **compulsory** for all Spanish students or foreign students with legal residence in Spain –aged 28 years or under– to submit a Social Security Number Report (NUSS). You can obtain it through the Social Security "Sede Electrónica" (in the section 'Reports and Certificates', if you already have a Social Security number, or in 'Affiliations and Registration', to obtain your Social Security number for the first time) or in person at any office of the Tesorería General de la Seguridad Social.