

# SELF-ENROLMENT GUIDE FOR DOCTORAL STUDIES FOR SECOND AND SUBSEQUENT YEARS (RENEWAL)

June 2024

The application for self-enrolment in doctoral studies for second and subsequent years (renewal) is done through the online application, SIGMA Alumnos-Doctorado: <http://sigma.uva.es/Inicio/Alumnos>

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# Introduction and general instructions for navigating the SIGMA DOCTORATE application

These instructions are for students who are renewing their PhD enrolment, i.e. those who have already been enrolled in PhD studies in previous years in a PhD programme under RD 99/2011.

- This enrolment must be renewed at the beginning of each academic year in order to keep the file active, otherwise it will be closed and you will no longer be considered a UVa student.
- 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.

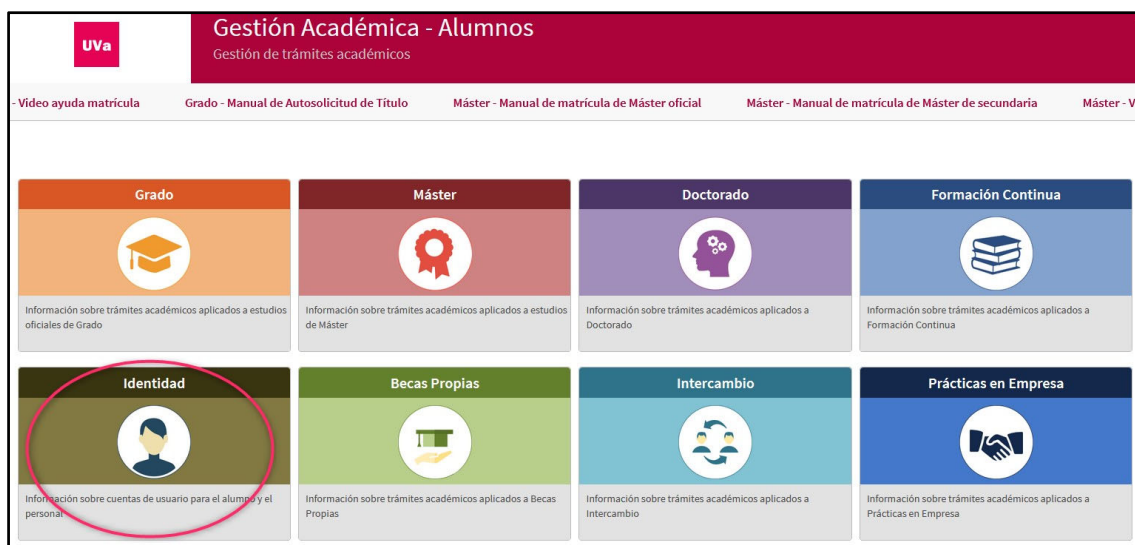
## 1. Username and password

You must enrol in doctoral studies by the deadline approved each year in the academic calendar. 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 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>



## 2. Access to the application: self-enrolment for doctoral studies

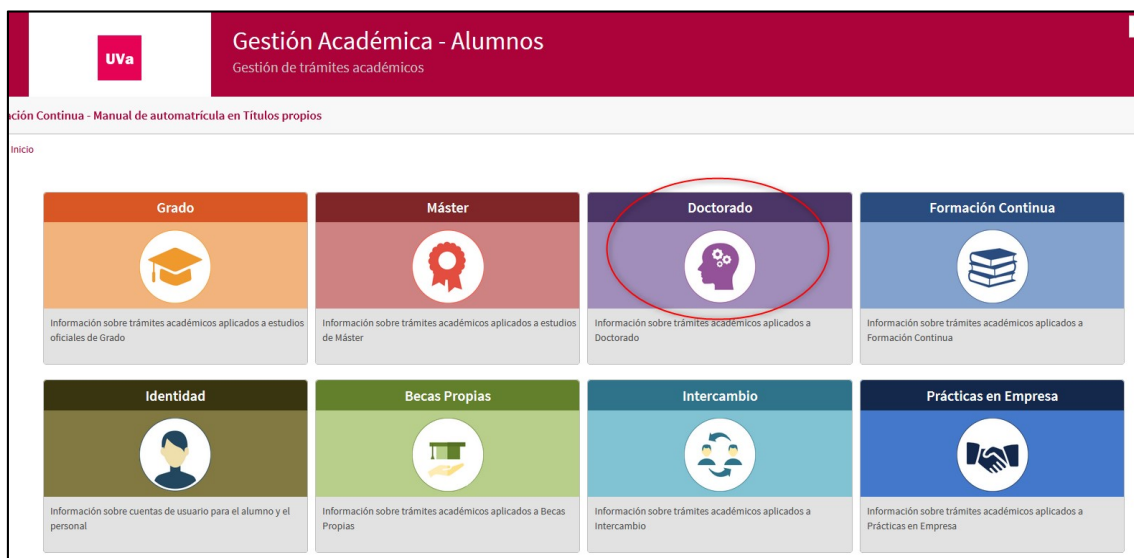
- a) At the following SIGMA link: <http://sigma.uva.es/Inicio/Alumnos>  
b) From the website of the Escuela de Doctorado: <https://esduva.uva.es/>



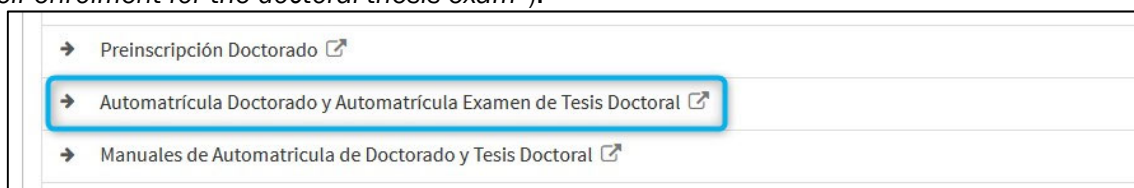
You must click on “Gestión del Doctorado” (=PhD management):



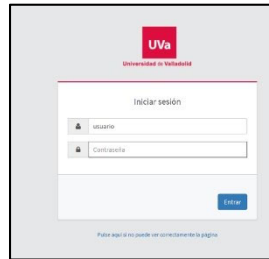
Then, on “doctorado” (doctorate):



Press on “Automatrícula Doctorado y automatrícula Examen de Tesis Doctoral” (= “*Doctoral Self-enrolment and Self-enrolment for the doctoral thesis exam*”).



Log in, filling in your username and password:



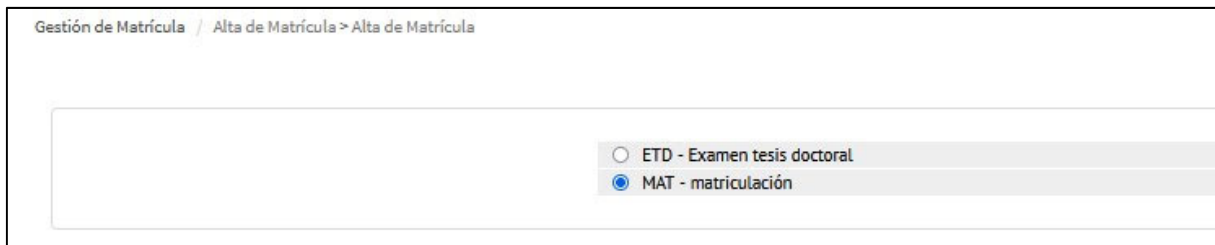
You will have to follow the different screens, always clicking “next” and until you reach the end to confirm registration.

### 3. Registration

Click on “Alta de Matrícula”:



⚠ Select MAT – matriculación:

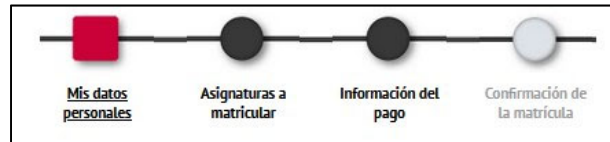


Depending on each case, you may be taken directly to the personal details screen or to a file selection screen like the following one:



⚠ Click on the arrow that says “570-Escuela de Doctorado”

## 4. Personal data screen



- The application will automatically retrieve the data 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.
- Check that the **dedication regime** is correct. If you have applied for part-time status and it has been granted, this information **should appear on the screen**. If it does not, please contact the Doctoral School or send an e-mail to the following address [acceso.doctorado@uva.es](mailto:acceso.doctorado@uva.es)

Nombre y apellidos		DNI	
Año	2023/24-0	NIA	
Centro	570 - Escuela de Doctorado	Tipo de Estudios	7 - Doctorado
Estudio	528 - Doctorado en Investigación en Ciencias de la Salud	Especialidad	0 - Sin especialidad definida
Plan de estudios	602 - Doctorado en Investigación en Ciencias de la Salud		
Régimen	2 - Régimen de Permanencia a tiempo parcial		

Tras cumplimentar y revisar los Datos personales pulsar el botón Asignaturas a matricular para continuar

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

En el momento de formalización de la matrícula la UVa le proporcionará una dirección de correo electrónico corporativo para uso académico. Además la UVa, de acuerdo con el Reglamento de notificaciones electrónicas y comunicaciones de la UVa, utilizará esa dirección para realizar las comunicaciones internas y efectuar las notificaciones electrónicas.

Confirma haber leído esta información

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

Los datos estadísticos que requerimos se tratan con posterioridad de modo anónimo para los fines previstos por la legislación sobre estadística pública. Responder con veracidad a las preguntas nos ayuda a proporcionar mejores servicios y a la toma de decisiones en materias como la oferta académica, la movilidad o la gestión de nuestros campus.

Confirma haber leído esta información

You can authorise the verification of your DNI/NIE and Social Security number. If you do not authorise verification, you must indicate the reason and present the supporting documentation to the Doctoral School through the GEISER Electronic Register as certified true copies. This system can be found in the registry offices of the Palacio de Santa Cruz, Casa del Estudiante, secretariats of all the centres, and other official centres (regional government offices, Town Hall... etc).

**Datos de identidad y número de Seguridad Social**

Para la correcta tramitación de esta solicitud la ley le concede el derecho a no aportar documentos y a que la Universidad de Valladolid realice la consulta electrónica de datos, documentaciones y/o certificaciones a otros organismos públicos (art. 28.2 Ley 39/2015).

En caso de OPOSICIÓN deberá indicar los motivos y aportar la correspondiente documentación acreditativa en su Centro de matrícula.

AUTORIZO la consulta de mis datos de identidad y nº de la Seguridad Social

NO AUTORIZO. Debe indicar el MOTIVO DE OPOSICIÓN

You can authorise the verification of the academic qualification that allows you access to doctoral studies:

**Titulación de acceso a los estudios de Máster/Doctorado**

Para la correcta tramitación de esta solicitud la Ley le concede el derecho a no aportar documentos y a que la Universidad de Valladolid realice la consulta electrónica de datos, documentaciones y/o certificaciones a otros organismos públicos (art. 28.2 Ley 39/2015).

En caso de OPOSICIÓN deberá indicar los motivos y aportar la correspondiente documentación acreditativa en su Centro de matrícula.

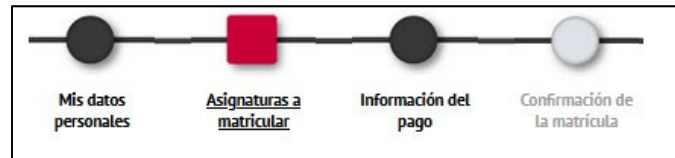
AUTORIZO la consulta de la titulación académica previa que me da acceso a los estudios de Máster/Doctorado

NO AUTORIZO. Debe indicar el MOTIVO DE OPOSICIÓN

Check all your birth details and contact details. Click on




## 5. Screen “Courses to enrol in”



### 5.1. Registration for academic tutoring IF THE PREVIOUS EVALUATION WAS ‘POSITIVE’

In the tab “Plan”:

By clicking on the button , select the course “Tutela Académica” (second year, third year, ... as appropriate).

 Select the year **following the last year of study**:

Asignatura	Centro	Plan	Clase	Créditos	Ciclo	Curso	Módulo	Periodo	Grupo	Estado	Observaciones	Idioma	Convo. Consu.	Pestaña
 74504 - Tutela Académica (cuarto año)	570 - Escuela de Doctorado	596 - Doctorado en Ingeniería Química y Ambiental	Obligatoria 0,0		X	XX	XX	Anual	99				0	Plan

### 5.2. Enrolment for academic tutoring if the academic committee has NOT closed the previous year's records

In the “pendiente” (=‘pending’) tab you will see the tutorial in which you have been enrolled this academic year that is ending now. To find next year's tutorial, select ‘Plan’, as described in the previous section, and look for the next tutorial.

### 5.3. Registration for academic tutoring IF THE PREVIOUS EVALUATION WAS ‘WITH SHORTCOMINGS

In the “pendiente” (=‘pending’) tab you will see the tutorial in which you have been enrolled this academic year that is ending now, but you must enrol in the course “Tutela Académica” following the last year taken to do so. Select ‘Plan’ and look for the tutoring of the year following the last year taken. *For example: if last year you enrolled for the second year, this year it will be the third year.*

You will be assessed again by the academic committee within six months. Please note that if the shortcomings persist, the academic committee must issue a reasoned report and you will be permanently withdrawn from the programme.



The screenshot shows the 'Pendiente' tab selected. Below it, the 'Plan' sub-tab is highlighted with a red arrow. The page shows 'Mostrando 25 registros por página'. A table with columns 'Asignatura', 'Centro', 'Plan', and 'Clase' is visible. The first row in the table is highlighted in red and contains the following data:

Asignatura	Centro	Plan	Clase
 74502 - Tutela Académica (segundo año)	570 - Escuela de Doctorado	597 - Doctorado en Investigación Biomédica	Obligatoria

At the bottom, it says 'Mostrando Registros del 1 al 1 de un total de 1 registros'.



## 5.4. COMPLEMENTARY TRAINING enrolment

The complementary training courses are enrolled on under the academic supervision of the first year. However, if you have been authorised to register for them in the second year, you will have to register for them now, on this same screen.

If you have any doubts, please consult the [self-enrolment guide](#) for first-year students.

The screen will look like this, since the enrolment we are using as an example corresponds to the academic tutoring of the fourth year:



Here is the counter:

Tras cumplimentar y revisar las Asignaturas a matricular pulsar el botón Información del pago para continuar

**ASIGNATURAS A MATRICULAR**

**OPCIONES**

Especialidad 0 - Sin especialidad definida  
Régimen de Permanencia 1 - Régimen de Permanencia General

**MI SELECCIÓN**

Asignatura	Centro	Plan	Clase	Créditos	Ciclo	Curso	Módulo	Periodo	Grupo	Estado	Observaciones	Idioma	Convo. Consu.	Pestaña
74504 - Tutela Académica (cuarto año)	570 - Escuela de Doctorado	596 - Doctorado en Ingeniería Química y Ambiental	Obligatoria 0.0	X	XX	XX	Anual	99					0	Plan

Atrás      Siguiente

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

## 6. "Payment information" screen

### 6.1. Discount application

The discounts available on enrolment will appear by ticking the option "Aplicación descuento" (= 'Discount application'). Discounts that are not available in self-enrolment can be applied for at the Doctoral School by providing the supporting documentation. If you have already self-registered, the administrative secretary's office will make the corresponding financial adjustment.

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.

Para seleccionar un tipo de descuento con bonificación (familia numerosa ...) o seleccionar becario condicional, utilizar la lista desplegable correspondiente

**INFORMACIÓN DEL PAGO**

Aplicación descuento

Tipo de descuento

Disponible	Seleccionado
FAMILIA NUMEROSA GENERAL	
FAMILIA NUMEROSA ESPECIAL	
F. N. GRAL DE 3 O MENOS HIJOS	
DISCAPACIDAD DEL 33%	

Tipo de beca: No becario

Pago a plazos:

Forma de pago:
  Domiciliación Bancaria
  Entidad Financiera

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

**INFORMACIÓN DEL PAGO**

Aplicación descuento

Tipo de descuento

Disponible	Seleccionado
FAMILIA NUMEROSA GENERAL	
FAMILIA NUMEROSA ESPECIAL	
F. N. GRAL DE 3 O MENOS HIJOS	F. N. GRAL DE 3 O MENOS HIJOS
DISCAPACIDAD DEL 33%	

Debe seleccionar Comunidad Autónoma

Comunidad autónoma donde se tramitó la familia numerosa

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.

**Descuento por Discapacidad**

Para la correcta tramitación de esta solicitud la ley le concede el derecho a no aportar documentos y a que la Universidad de Valladolid realice la consulta electrónica de datos, documentaciones y/o certificaciones a otros organismos públicos (art. 28.2 Ley 39/2015)

(IMPORTANTE: Esta consulta requiere consentimiento expreso, en caso de NO AUTORIZACIÓN deberá aportar la correspondiente documentación acreditativa en su Centro de matrícula)

AUTORIZO expresamente el acceso a los sistemas de verificación de mis datos de DISCAPACIDAD  
 NO AUTORIZO el acceso a los sistemas de verificación de mis datos de DISCAPACIDAD

## 6.2. Type of scholarship

If you do not hold any grant, scholarship or contract, leave this field with the option 'do not apply for a grant'. Later on, if you apply for a grant, contract or support and are awarded it, you must request the refund of the amount that may be applicable if it is associated with tuition fee exemption.

If you are a student who holds one of the grants listed below at the time of self-enrolment, the option will appear:

### 1. Holders of FPI (Ministry of Economy and Competitiveness), FPU (Ministry of Education, Culture and Sport) pre-doctoral contract

On the 'payment information' screen, your pre-doctoral contract will appear by default.

On the screen, you will see the reduction that corresponds to you as a beneficiary of this contract. If you have any problem or your contract is not shown, please contact [acceso.doctorado@uva.es](mailto:acceso.doctorado@uva.es). We will contact you.

### 2. Erasmus Mundus and Fundación Carolina beneficiaries

In the screen 'payment information' select your grant.

On the screen you will see the reduction that corresponds to you as a beneficiary of this type of grant. If you have any problem please contact us at [acceso.doctorado@uva.es](mailto:acceso.doctorado@uva.es)



**Note:** If you are a holder of a JCYL (Junta Castilla y León), UVa (Universidad de Valladolid) pre-doctoral contract, please note that this type of contract does not imply exemption or reduction of the tuition fee, so there will be no discount to select.

### 6.3. Payment in instalments

In doctoral studies it is only possible to pay in instalments if you have to enrol for complementary courses. The academic tuition fee can NOT be paid in instalments. Therefore, **it is not normally possible to pay in instalments**.

### 6.4. Payment method

The following step is to select the payment method. There are two options:

#### 1. Direct debit

The account number will appear where you wish the corresponding charge to be made and the personal details of the account holder.

If you wish to change it, you must fill in the form 'ORDEN DE DOMICILIACIÓN DE ADEUDO DIRECTO SEPA' and send it with the original signature by electronic register (register at UVa centres, in town halls, centres of the JCYL, etc.) or by digitally signed email to [acceso.doctorado@uva.es](mailto:acceso.doctorado@uva.es) (it must be signed by the bank account holder). You can find it at the following link:

<https://www.uva.es/export/sites/uva/2.estudios/2.04.master/documentos/orden-dedomiciliacion-1-2.pdf>

#### 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 ten 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](mailto: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](mailto:acceso.doctorado@uva.es))

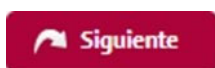
## 6.5. "Other amounts" section

Otros Importes		
	Descripción	Importe
<input checked="" type="checkbox"/>	Seguro Escolar	1,12 EUR
<input type="checkbox"/>	Evaluación del Expediente del Título Extranj	210,97 EUR
<input type="checkbox"/>	Carnet de estudiante UVA	12,17 EUR

Academic insurance will be marked if you are under 28 years old.

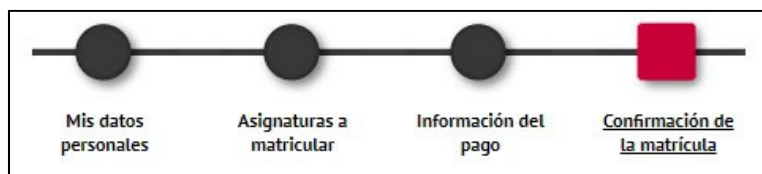
You can choose to mark the amount of the UVa student card if you do not have it.

You must not mark the amount corresponding to the evaluation of the foreign degree record.



To move on, click on

## 7. "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").

Total importe matrícula			
El alumno	con DNI	debe abonar	438,07 €
Total importe matrícula	438,07 €		
Plazo de pago	03/11/2017	1r pago	438,07 €

Forma de Pago	
Forma de pago	Domiciliación Bancaria
Número de cuenta	ES
Fecha de impresión	03/11/2017

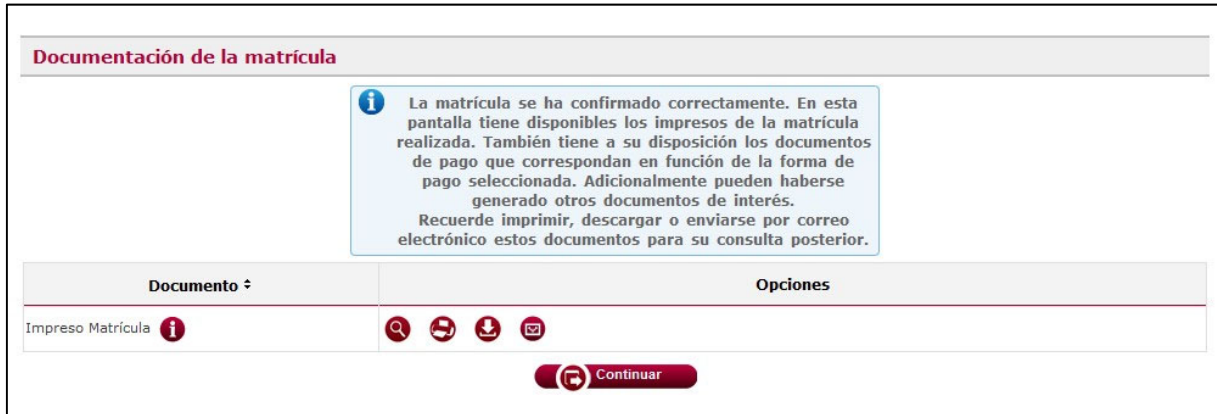
  

Aceptar    Rechazar   Según la normativa bancaria vigente, a continuación se emitirá una orden de domiciliación de adeudo directo SEPA que deberá ser debidamente cumplimentada y firmada para su entrega en la Universidad. Al aceptar esta condición, usted se compromete a realizar dicho requerimiento una 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").

## 8. Once the enrolment has been confirmed

You can print, email and/or view the documents related to the enrolment process.



Documento ▾	Opciones
Impreso Matrícula ⓘ	🔍 🖨️ ⬇️ 📧

Continuar

Click on the CONTINUAR button (= “continue”) to finish the process.



Su matrícula ha sido procesada correctamente.

Salir

REMEMBER THAT, FOR THE FOLLOWING PROCEDURES, YOU HAVE TO SEND AN EMAIL TO THE DOCTORAL SCHOOL ([acceso.doctorado@uva.es](mailto:acceso.doctorado@uva.es)):

- If you have chosen the ‘Direct debit’ payment method for the first time, please send us the ‘**Direct debit mandate for enrolment**’ that you have obtained from the application and that must be signed by the account holder.
- If you wish to **change the account number**, please send to us by email –to [acceso.doctorado@uva.es](mailto:acceso.doctorado@uva.es) – the “orden de domiciliación bancaria” document (=‘*direct debit order*’) which you can find at the following address:  
[https://www.uva.es/export/sites/uva/2.estudios/2.04.master/\\_documentos/orden-dedomiciliacion-1-2.pdf](https://www.uva.es/export/sites/uva/2.estudios/2.04.master/_documentos/orden-dedomiciliacion-1-2.pdf)

IF YOU HAVE ANY QUERIES, PLEASE CONTACT THE DOCTORAL SCHOOL AT THE FOLLOWING E-MAIL ADDRESS: [acceso.doctorado@uva.es](mailto:acceso.doctorado@uva.es)