



PRE-ENROLMENT APPLICATION GUIDE FOR DOCTORAL STUDIES April 2024

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

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Introduction: General navigation instructions in the Sigma-Doctorado application

- Although the application is compatible with any browser, <u>Mozilla Firefox</u> 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. 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.

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



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

You will obtain your username and password by clicking on "Doctorate", "Register me for students WITHOUT UVA USER LOGIN".





2. Access to the application



You must click on "Doctorate pre-registration" (="Preinscripción Doctorado").



3. Pre-registration in doctoral studies

Log in, filling in your username and password:

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	usuario	۵
	Contraseña	
	usuario Contraseña	a

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.



3.1. 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 case you are applying for part-time enrolment, please include the part-time student status application document in the "attach documents" (= "adjuntar documentos") section.

3.2. 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:

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				-				-0-	-0-	
			Inicio	Datos personales	Estudios previos	Adjuntar documentos	Propuesta doctorando	Resumen	Confirmar solicited	
DATOS PERSONALES										
Documento de identidad		-				Tipo de documer	eto			Documento nacional de identidad
Nombre						Primer apellido				MUÑOZ
Segundo apellido		-				Sexo				Hombre O Mujer
Nacionalidad		Sumality of								
Correo Dectronico						Correo Electroni	co Personal			1. Contract (1. Co



	España
Código postal y municipio 47013	
Localidad	Valladolid
Provincia	Valladolid
Dirección del domicilio habitual	
felétono	(Debe indicar el teléfono sin espacios ni guiones. Si el teléfono es del extranjero, empezar por el código del país.)
feléfono 2	(Debe indicar el teléfono sin espacios ni guiones. Si el teléfono es del extranjero, empezar por el código del país.)
lutoriza la difusión de datos del domicilio	O Sí 🖲 No
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Datos de nacimiento	 (dd/mm/aaaa) España
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vatos de nacimiento Freha de nacimiento Pária Sódigo postal y município Localidad	s (dd/mm/asa) España 47013 C Valladolid

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



3.3. Previous studies screen

There are two cases:

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

Preinscripción para acceso														
ombre sp pción de estudio iño acadêmico	2020/21				DNBPa NIA Tipo d	saporte le estudios		100						
studios previos			personales	previos	documentos	doctorando		wolicitud						
 Si quiere cargar los datos e 	de sus estudios previos registrados, seleccio	ne el expediente	correspondiente.	Si quiere intro	ducir nuevos estu Huevo expediente	dios seleccione	nuevo expedienti	e						
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The screen will show the details corresponding to the studies completed:



		Inicio	Datos personales	Estudios previos	Adjuntar documentos	Propuesta doctorando	Resumen	C.
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		e ma outet a m	ion action solicitation e	in cultur custo				
					Seleccionar expediente			
DATOS	DEL ESTUDIO DE ORIGEN							
0	Grado y Máster o equivalentes españoles con 300	ECTS						
0	Universidad que expide el título 19 - Universida	d de Valladolid		~				
	Estudio	-	a realized to be a set of the set		,			
0	Titulación española de 300 ECTS y nivel 3 MECES							
	Titulación del EEES con nivel 7 del Marco Europeo	de Cualificacione	5					
C		quivalente a Máste	r					
0	Titulación ajena al EEES con nivel de formación e							
000	Titulación ajena al EEES con nivel de formación e Título de Doctor o Doctora							
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	Titulación ajena al EEES con nivel de formación en Título de Doctor o Doctora 2 años de evaluación positiva de especialidades e D DEL ESTUDIO DE ORIGEN No académico cursado de los estudios de origen	n Ciencias de la Sa	2022/23 V					
O O O ESTADO	Titulación ajena al EEES con nivel de formación en Titulo de Doctor o Doctora 2 años de evaluación positiva de especialidades e O DEL ESTUDIO DE ORIGEN ño académico cursado de los estudios de origen zado los estudios de origen aportados	n Ciencias de la Sa	2022/23 ∨					

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

There are the following cases:

Case 1.	. Bache	elor's and master's degrees or equivalent with 300 ECTS	
Fill in th	ne requ	lested fields: University issuing the degree and the name of the course of study	you
took.			
	- DATOS D	DEL ESTUDIO DE ORIGEN	
	-		
	0	Grado y Máster o equivalentes españoles con 300 ECTS	
		Universidad que expide el título -	
		Estudio	
	0	Titulación española de 300 ECTS y nivel 3 MECES	
	0	Titulación del EEES con nivel 7 del Marco Europeo de Cualificaciones	
	0	Titulación ajena al EEES con nivel de formación equivalente a Máster	
	0	Título de Doctor o Doctora	
	0	2 años de evaluación positiva de especialidades en Ciencias de la Salud	
•			

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 3.4. of this Guide: "Attach documents screen" (="<u>Pantalla de adjuntar</u> 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.

		Seleccionar expediente
DATOS I	DEL ESTUDIO DE ORIGEN	
0	Grado y Máster o equivalentes españoles con 300 ECTS	
۲	Titulación española de 300 ECTS y nivel 3 MECES	
	Universidad que expide el título -	~
	Estudio	٩ (
0	Titulación del EEES con nivel 7 del Marco Europeo de Cualificaciones	
0	Titulación ajena al EEES con nivel de formación equivalente a Máster	
0	Título de Doctor o Doctora	
0	2 años de evaluación positiva de especialidades en Ciencias de la Salud	

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 3.4. of this Guide: "Attach documents screen" (="Pantalla de adjuntar documentos").

Case 3.	EHEA	degree with level 7 of the European Qualifications Framework
Fill in th took.	e requ	ested fields: University issuing the degree and the name of the course of study you
		Seleccionar expediente
	DATOS I	DEL ESTUDIO DE ORIGEN
	0	Grado y Máster o equivalentes españoles con 300 ECTS
	0	Titulación española de 300 ECTS y nivel 3 MECES
	0	Titulación del EEES con nivel 7 del Marco Europeo de Cualificaciones
		Universidad que expide el título -
		Estudio
	0	Titulación ajena al EEES con nivel de formación equivalente a Máster
	0	Titulo de Doctor o Doctora
	0	2 años de evaluación positiva de especialidades en Ciencias de la Salud



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 3.4. 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.

		Seleccionar expediente
DATOS	DEL ESTUDIO DE ORIGEN	
0	Grado y Máster o equivalentes españoles con 300 ECTS	
0	Titulación española de 300 ECTS y nivel 3 MECES	
0	Titulación del EEES con nivel 7 del Marco Europeo de Cualificaciones	
0	Titulación ajena al EEES con nivel de formación equivalente a Máster	
	Universidad que expide el título -	~
	Estudio	۹.
0	Título de Doctor o Doctora	
0	2 años de evaluación positiva de especialidades en Ciencias de la Salud	

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
- 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 3.4. 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.

0	Grado y Máster o equivalentes españoles con 300 ECTS	
0	Títulación española de 300 ECTS y nivel 3 MECES	
0	Titulación del EEES con nivel 7 del Marco Europeo de Cualificaciones	
0	Titulación ajena al EEES con nivel de formación equivalente a Máster	
۲	Título de Doctor o Doctora	
	Universidad que expide el título	٩
0	2 años de evaluación positiva de especialidades en Ciencias de la Salud	

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 be admitted to. For more information, see section 3.4. of this Guide: "Attach documents screen" (="<u>Pantalla de adjuntar</u> <u>documentos</u>").

Fill in th		field: the entity that has assessed your training positively	
		Their the entity that has assessed your training positively.	
	0	Grado y Máster o equivalentes españoles con 300 ECTS	
	0	Titulación española de 300 ECTS y nivel 3 MECES	
	0	Titulación del EEES con nivel 7 del Marco Europeo de Cualificaciones	
	0	Titulación ajena al EEES con nivel de formación equivalente a Máster	
	0	Título de Doctor o Doctora	
	۲	2 años de evaluación positiva de especialidades en Ciencias de la Salud	
		Entidad 106 - Hospital	

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 3.4. of this Guide: "Attach documents screen" (="<u>Pantalla de adjuntar</u> <u>documentos</u>").



3.4. Attach documents screen

Documentos a adjuntar:

• Those documents listed in the previous section, depending on the doctoral admission option in which you find yourself

- Curriculum Vitae
- 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 <u>admission criteria</u> of the website of the chosen <u>doctoral programme</u>.

Procedure:

1. Select the type of document to attach. 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").

eleccione un documento	×
ja un archivo para adjuntar	
	Fotocopia del título o del resguardo de haber abonado la tasa
Cála sa acontan los siguientos formatos de desumentos edé dos desvinos dif f	Titulo universitario de grado o Meces 3 (licenciado, ingeniero o arquitecto).
• Solo se aceptan los siguientes formatos de documento, pui, doc, docx, jpg, gn, t	Certificación académica oficial del titulo universitario de grado o Meces 3.
	Título universitario de máster
El tamaño máximo del fichero es de 4 megabytes	Certificación académica oficial del titulo de master
-	Certificación de universidad extranjera de que los estudios dan acceso a doctorado
	Pasaporte en caso de alumnos extranjeros
	Memoria del proyecto de investigación que se pretende realizar (Obligatorio)
	Curriculum vitae (Obligatorio)
	Méritos académicos, profesionales y/o investigadores
	Certificado de lengua/s extranjera/s
	Otros documentos 1
	Otros documentos 2
	Otros documentos 3
	Carta de motivación
	Aval director de tesis (Obligatorio)
	Carta de recomendación de investigadores y profesionales acreditados
	Informe idoneidad del director de tesis (Obligatorio)

2. Click on "browse" (="*examinar*") to search your computer's hard disk for the document you wish to attach.

3. Click on "Add" (="añadir").

3.5. Doctorate proposal screen

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

• 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:

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			X Información adicional
	DIRECTOR DE LA TESIS		<u>^</u>
-			
	O Director de la taxia		
S DE INVESTIGACIÓN		0	
	Departamento		
Indique la linea de investigación.	Departamento		
	Director de tesis externo		
Añadir / Quitar	Ejemplo: Apellido1 Apellido2, Nombre		leccionadas
0			
	Correo electrónico		

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

			×	
Di		Líneas de investigación	٢	adicional
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	k	All the second second second		
; DE INVESTIGACIÓN		🗶 Cerrar		
Indique la linea de investigación.				4
Añadir / Quitar		Líneas de investigación	seleccionadas	5 5
D				
		Anterior 🖍 Sigulente		

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.



3.6. Summary screen

Here you can see a summary of your application.

3.7. 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:

		Inicio Datos Estudios personales previos	Adjuntar Resumen Confirmar documentos solicitud	
Ya tienes preinscripcio	nes en curso. Puedes imprimir tu solicitud	o bien preinscribirte a más de un programa clicando en la opción n	ueva preinscripción	
Ya tienes preinscripcio	nes en curso. Puedes imprimir tu solicitud	o bien preinscribirte a más de un programa clicando en la opción n Noroz prense	ueva preinscripción	
Ya tienes preinscripcio	nes en curso. Puedes imprimir tu solicitud Año	o bien preinscribirte a más de un programa clicando en la opción n Nevez press Opción de estudio	ueva preinscripción seguior Estado	Información adiciona

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.

PARA RESOLVER CUALQUIER DUDA, CONSULTA CON LA ESCUELA DE DOCTORADO EN EL CORREO negociado.escuela.doctorado@uva.es

