



GUIDE FOR APPLICATIONS RELATED TO DOCTORAL STUDIES

June 2024

Doctoral studies follow-up is managed through the SIGMA- Alumnos-Doctorado online application:
<http://sigma.uva.es/Inicio/Alumnos>

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Introduction

This guide aims to help doctoral students to process the different applications they may need throughout their doctoral studies, using the electronic procedure that the UVa makes available to them.

These applications are made through the electronic procedure that the UVa makes available in the SIGMA application. While the application is compatible with any browser, we recommend using Mozilla Firefox.

1. Access to SIGMA

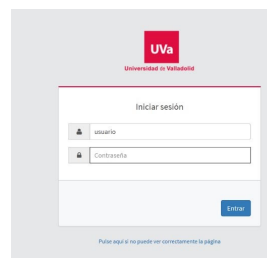
Access the application in the usual way, for example:

- From the following address: <http://sigma.uva.es/Inicio/Alumnos>
- Also from the Doctoral School's website:
<https://esduva.uva.es/doctorandos/gestion-academica/>:



Click on “Applications related to doctoral studies” (=“*Solicitudes relacionadas con estudios de doctorado*”).

2. Application generation



Log in, filling in your username and password:

⚠ The computer application **will not allow you to apply in some cases**, e.g. if you have not enrolled or if the maximum duration of the studies has expired.

In the screen “**Mis solicitudes**” (= “*My applications*”), you will be able to see all the applications you have made so far.


Click on “**Nueva solicitud**” (= “*New application*”) and select the type of application you need. You have available:

Solicitud prórroga excepcional DOCTORADO
Solicitud prórroga DOCTORADO
Plantilla de Baja de doctorado de curso completo
Solicitud Baja Temporal Voluntaria Doctorado
Solicitud Baja por Enfermedad Doctorado


Select the type of application you want and click on Start procedure:

[▶ Iniciar trámite](#)

Check your data and click on the arrow:

	Tipo de estudio	Centro	Plan	Estado del expediente
	7 - Doctorado	570 - Escuela de Doctorado	597 - Doctorado en I	Abierto

2.1. Application for extension in doctoral studies

 **Important:** Before the end of the maximum duration of your doctoral studies, you must apply for the extension.

Remember:

- The **duration of doctoral studies** shall be calculated from the date of enrolment in the programme until the application for submission of the doctoral thesis. The maximum duration changes depending on your situation. For further information, consult the Doctoral School website, the section “PhD Students” > “Duration of doctoral studies and withdrawals”: <https://esduva.uva.es/en/phd-students/changes-withdrawals-and-extensions/>
- Extensions will be **authorised by the academic committee** of the doctoral programme, at the request of the doctoral student.
- The **duration of the first extension** will be that which corresponds to the student’s dedication regime at the time of authorisation (one year in the case of full-time, and two years in the case of part-time). The duration of the extraordinary extension will always be one year.

You need to fill in the following details:

1. **Reasons:** Indicate the reasons for the application for an extension.
2. Tick the **acceptance of notifications:**

Selecciónar estudio Datos de la solicitud Confirmación

Datos de la solicitud

Plazo máximo de permanencia: 13/04/2022

Régimen: 1 año por ser estudiante a tiempo completo

Motivos: Indicar los motivos en este espacio.

Acepto que las comunicaciones relativas a esta solicitud se hagan mediante esta plataforma informática

3. Press next

4. Confirmation screen. Click on confirm application (=“*confirmar solicitud*”).

Selecciónar estudio Datos de la solicitud Confirmación

Datos de la solicitud

Régimen: 1 año por ser estudiante a tiempo completo

Motivos: Indicar los motivos en este espacio.

← Anterior Confirmar solicitud

Then you will see the receipt of the application.

Your application will be seen by the administration staff, who will check that it contains all the necessary formal elements.

The next actor is the coordinator of your doctoral programme, who will receive an email informing them of your application. Once it has been authorised, you will be able to view it in the computer application.

2.2. Application for exceptional extension in doctoral studies

⚠ The first one to be applied for is the doctoral extension (section [2.1. Application for extension in doctoral studies](#) of this Guide) and, **before the end of this extension, you must apply for an exceptional doctoral extension** or, if applicable, to deposit the thesis.

Some issues to take into account:

- Extensions will be authorised by the academic committee of the doctoral programme, at the request of the doctoral student.
- Exceptional extensions may be authorised for doctoral candidates who are already benefiting from an extension, and shall always be for a period of one year.
- The application must be accompanied by a report from the thesis supervisor or tutor.
- The duration of the exceptional extension is always **one year**.

In order to submit the application:

- Follow the same steps as those previously indicated in [2.1. Application for extension in doctoral studies](#)
- It is essential to attach, in the “documentation” screen, a positive report signed by the director or tutor. You can find the template at:
https://esduvadoc.uva.es/doctorandos/cambios_bajas_prorrogas/Informe%20directortutor%20para%20prorroga%20doctorado.pdf

2.3. Application for voluntary temporary leave for a full academic year

⚠ Remember:

- **Application deadline:** the same deadline as for the renewal of enrolment for that course and shall be extended, at most, until one month after the end of that period.
- **Duration:** Voluntary temporary leave can last for one year, which may be extended up to one further year. Therefore, adding together the time of temporary leave for a full academic year and temporary leave for periods of less than one academic year, you can take up to two years of leave.
- **Enrolment:** You do not have to enrol in that academic year.
- **Evaluation:** The academic committee will not carry out any assessment and the academic record will remain closed.
- Voluntary temporary withdrawal may not be authorised during the first year of enrolment in the PhD programme.
- Withdrawals will not be taken into account for the purposes of calculating the deadline for continuance in doctoral studies.

- During the period of leave, no activity carried out during this period may be included in the activity document.

In order to submit the application:

- You **do not need** to be enrolled in the academic year for which you are requesting this leave. If you have already enrolled, you will receive an alert message so that you can contact the administration staff and deal with the cancellation of the enrolment.
- **Application details:** ⚠ At the bottom of the screen “Application details” (= “*Datos de la solicitud*”), you can see the voluntary temporary leaves you have had. Remember that voluntary sick leave can last for one year, which may be extended up to one further year. Therefore, adding together the time of temporary leave for a full academic year and temporary leave for periods of less than one academic year, you can take up to two years of leave.

Datos de la solicitud	
<ul style="list-style-type: none"> • IMPORTANTE: Si continúa con esta solicitud, deberá solicitar la devolución del importe de la matrícula de este curso 	
SOLICITO la siguiente autorización, una vez obtenido el consentimiento del tutor o tutora y del director o directora	
Año académico	2022/23-0
Motivos	Indicar los motivos de esta baja

- **Confirmation screen.** In this screen you only have to “confirm application” (=“*confirmar solicitud*”) and you will see the receipt of the application.

2.4. Application for voluntary temporary leave for periods shorter than a full academic year

⚠ The **minimum period** that can be requested for voluntary temporary leave is **three months**.

⚠ Remember:

- **Application deadline:** Applications may be submitted at any time and shall take effect as soon as they are granted by the academic committee and in no case with retroactive effect.
- **Duration:** They can be requested for minimum periods of three months.
- **Enrolment:** There is an obligation to enrol in the academic year.
- **Evaluation:** In general, the student will be assessed by the programme's academic committee within the established deadlines.
- Voluntary temporary leave cannot be authorised during the first year of enrolment in the doctoral programme.

- Withdrawals will not be taken into account for the purposes of calculating the deadline for remaining in doctoral studies.
- During the period of leave, no activity carried out during this period may be included in the activities document.

In order to submit the application:

Follow the same steps as those previously indicated in the voluntary temporary leave for a full academic year (see section [2.3. Application for voluntary temporary leave for a full academic year](#) of this Guide), but take into account that the **minimum period that can be requested is three months**.

- ⚠ At the bottom of the "Application details" ("Datos de la solicitud") screen you can see the voluntary temporary leave you have taken. Remember that voluntary temporary leave can last for one year, which may be extended up to one further year. Therefore, adding the time of temporary leave for a full academic year and the temporary leave for periods shorter than the academic year, you can have up to two years of leave.

2.5. Application for sick leave due to illness, pregnancy or other cause foreseen in the current rules

⚠ Remember:

- **Application deadline:** the application shall be submitted for the duration of the situation that gives rise to the withdrawal and shall be accompanied by supporting documentation, as appropriate.
- **Duration:** as indicated in the applicable rules, although the initial leave of absence from the programme shall be for a maximum of one year. Sick leave that does not indicate the date of termination shall be deemed to have terminated on the last day of the academic year in which it was granted.
- **Enrolment:** there is an obligation to enrol in the academic year.
- **Evaluation:** doctoral students on temporary leave will be assessed by the academic committee of the doctoral programme within the established deadlines, except if the leave

has lasted for the whole academic year or more than nine months, in which case the academic committee may classify the student as ineligible for assessment.

- **Withdrawals will not be taken into account for the purposes of calculating the deadline for continuance in doctoral studies.**
- **During the period of leave, no activity carried out during this period may be included in the activity document.**

In order to submit the application:

- **Application details:**



In this screen, indicate the **dates**, **mark acceptance of notifications**, and press “**next**” (= “*siguiente*”):

The form contains the following elements:
- A dropdown menu with the selected option 'Baja por enfermedad del doctorando'.
- A date field for 'Fecha inicio' with the value '10/01/2023'.
- A date field for 'Fecha prevista de reincorporación' with the value '20/01/2023'.
- A text area for 'Motivos' with the placeholder text 'Aquí se indican los motivos de la baja, en su caso.'
- A checked checkbox with the text 'Acepto que las comunicaciones relativas a esta solicitud se hagan mediante esta plataforma informática'. A red arrow points to this checkbox.
- Two buttons at the bottom: 'Anterior' and 'Siguiente'. The 'Siguiente' button is highlighted with a blue border.

- **Documentation:**

The form contains the following elements:
- A progress bar at the top with four steps: 'Seleccionar estudio', 'Datos de la solicitud', 'Documentación', and 'Confirmación'. The third step, 'Documentación', is highlighted with a red circle and a red arrow points to it.
- A text field for 'Tipo de documento' with the value 'Documentación justificativa de la baja por enfermedad, embarazo u otras causas (Obligatorio)'.
- An empty text field for 'Observaciones'.

At the end of the screen, click on “Next” (=“*Siguiente*”) and confirm the request.

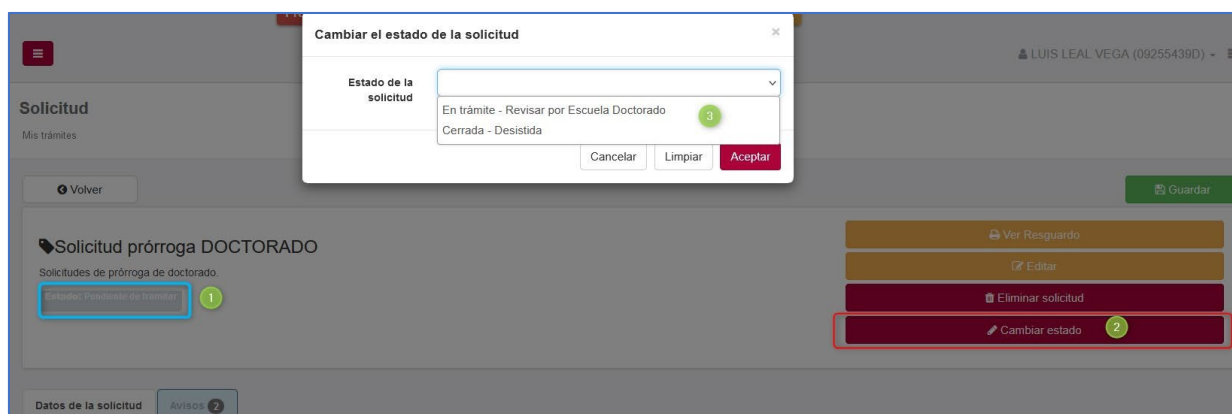
Two buttons: 'Anterior' and 'Confirmar solicitud'.

You will receive a receipt with the details of the application you have just registered.

3. Returned application by the administrative staff or the coordinator

After submitting the application, the administrative staff who check it or the coordinator of your doctoral programme who receives it may return the file to you to have something corrected. In this case:

1. The status is pending processing (=“*pendiente de tramitar*”)
2. Once it has been corrected, click again on Change status (=“*Cambiar estado*”)
3. Select to send the application to the administration for processing to continue (=“*enviar la solicitud a administración y continuar la tramitación*”). At this last point you can also withdraw.



At the end, click on:



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