

# DOCTORAL STUDIES FOLLOW-UP GUIDE FOR STUDENTS

June 2024

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


## Index

1. <a href="#">Introduction and general information about follow-up in the Sigma Doctorate application</a> .....	1
2. <a href="#">Access to the doctoral follow-up module</a> .....	1
2.1. <a href="#">How to access the module</a> .....	2
2.2. <a href="#">Access to doctoral student academic records</a> .....	3
3. <a href="#">Details: doctoral student and thesis</a> .....	4
4. <a href="#">Complementary training</a> .....	5
5. <a href="#">Doctoral activities document</a> .....	5
5.1. <a href="#">How to record new activities</a> .....	5
5.2. <a href="#">Training activities status</a> .....	6
5.3. <a href="#">Consulting and modifying activities</a> .....	6
5.4. <a href="#">Printing the activities document</a> .....	7
6. <a href="#">Research plan and training plan for doctoral students</a> .....	7
6.1. <a href="#">How to add the research plan and the training plan</a> .....	7
6.2. <a href="#">How to consult or modify a record of the research plan and training plan. Download the attached document</a> .....	8
7. <a href="#">Report from the thesis supervisor</a> .....	8
8. <a href="#">Evaluation by the academic committee</a> .....	9
9. <a href="#">Documentation</a> .....	9
<a href="#">ANNEX I. Instructions for filling in the fields of the training activities</a> .....	10
1. <a href="#">If the activity is a scholarship or a grant</a> .....	10
2. <a href="#">If the activity is a conference, course, research stay or other</a> .....	12
3. <a href="#">If the activity is a patent</a> .....	13
4. <a href="#">If the activity is a publication</a> .....	14

# 1. Introduction and general information about follow-up in the Sigma Doctorate application

---

- Anyone who is enrolled in a doctoral programme must sign the thesis supervision commitment and carry out the follow-up of their doctoral thesis.
- Doctoral thesis follow-up is conducted by means of a module of the Sigma academic software. This module allows the interaction of the following actors involved: doctoral student, tutor, and thesis supervisor. It consists of five sections managed by different types of users:
  1. Details of the person enrolled in the doctoral programme (student) and of the thesis (managed by the administrative section of the Doctoral School)
  2. Complementary training (this section will only be displayed if complementary training was required).
  3. Activities document (managed by the person enrolled in the doctoral programme (the student) and the tutor and thesis supervisor(s)).
  4. Research plan and training plan of the doctoral student (managed by the person enrolled in the doctoral programme (the student) and the tutor and thesis supervisor(s)).
  5. Thesis supervisor report (managed by the person(s) responsible for the tutor and thesis supervisor(s)).
  6. Evaluation of the academic committee. Managed by members of the academic committee of the doctoral programme.
- All these users –as well as the administrative support staff of the doctoral programmes– can view and consult these five sections, but not all users can modify them.
- Although the application is compatible with any browser, Mozilla Firefox is recommended.

 **VERY IMPORTANT:** when you enrol as a PhD student, an institutional email address is created: [nombre.apellidos@estudiantes.uva.es](mailto:nombre.apellidos@estudiantes.uva.es), where you will receive all official notifications. It is essential to keep this active. You can find more information here: <https://digital.uva.es/>

## 2. Access to the doctoral follow-up module

---

Enrolment must be formalised each academic year for the academic record to remain active. Enrolment will entitle you to doctoral follow-up and to use the resources required for you to do your work, and will guarantee full compliance with the rights provided by the rules for doctoral students.

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

- The user field consists of e+eight digits NIF+Letter NIF. (Example: e09876543c).
- If you do not have a NIF, the user has the format u+eight digits+letter.

If you have forgotten your password, you can retrieve it from the option Recuperar contraseña (=‘Recover password’) in the identity menu by clicking on Sigma UVa students from the main website of the university.

## 2.1. How to access the module

a. Access from the website of the Doctoral School: <https://esduva.uva.es/>

The screenshot shows the esDUVa website homepage. The logo at the top reads 'esDUVa Escuela de Doctorado Universidad de Valladolid'. A navigation menu includes: La Escuela, Oferta, Doctorandos, Tesis, Internacional, Formación, Actividades, FAQs. Below the menu is a banner for 'Grupo esDUVa - Escuela de Doctorado de la Universidad de Valladolid' with social media links for LinkedIn and Twitter. A row of seven buttons is displayed: 'Programas de doctorado', 'Másteres de Investigación', 'Gestión del Doctorado' (highlighted with a red arrow), 'Actividades transversales', 'Actividades específicas', 'Programa Doctus', and 'Anuncios de tesis'.

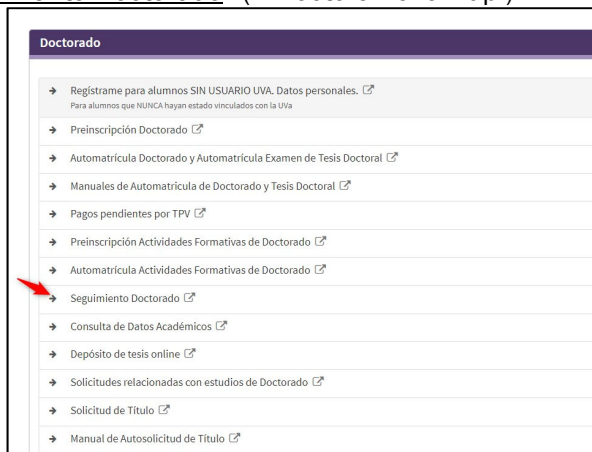
The screenshot shows the 'Gestión académica' section of the website. It features four main cards: 'Tutor o tutora y director o directora', 'Compromiso de supervisión', 'Documento de actividades del doctorando', and 'Plan de investigación y evaluación anual'. Below these cards is a paragraph explaining the application for 'Gestión Académica del Doctorado'. At the bottom, two buttons are shown: 'Acceso Alumnos' (highlighted with a red arrow) and 'Acceso Docentes'.

b. Access from this website: <http://sigma.uva.es/Inicio/Alumnos>

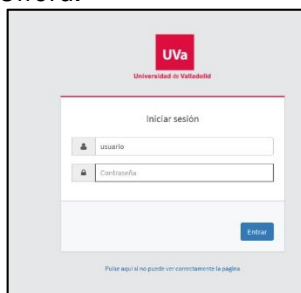
The screenshot shows a grid of eight service tiles on the sigma.uva.es website. The tiles are: 'Grado', 'Máster', 'Doctorado' (highlighted with a red arrow), 'Formación Continua', 'Identidad', 'Becas Propias', 'Intercambio', and 'Prácticas en Empresa'. Each tile contains an icon and a brief description of the service.

## 2.2. Access to the doctoral student academic records

You need to click on “Seguimiento Doctorado” (=‘Doctoral follow-up’):



Log in, filling in your username and password:




The following screen will appear:

A screenshot of the 'Selección de expediente' screen. It shows a table with columns: 'Centro', 'Plan', 'Estudios', 'Tipo de estudios', and 'Especialidad'. A red arrow points to the row with 'Centro' 570.

Centro	Plan	Estudios	Tipo de estudios	Especialidad
223	206 - Complementos Formativos Doctorado I	Complementos Formativos Doctorado I	2 Ciclo	Sin especialidad definida
570	415 - Complementos Formativos Doctorado I	Complementos Formativos Doctorado I	Doctorado	Sin especialidad definida
570	596 - Doctorado en [...]	Doctorado en [...]	Doctorado	Sin especialidad definida

Click on the arrow “570-Escuela de Doctorado”:



In  you can only consult.

To enter or modify any information, click on this icon:



This screen will appear:

Inscripción y seguimiento	
Apellidos y nombre	
Plan	587 - Doctorado en Investigación Transdisciplinar en Educación
Decreto	1 RD 99/2011
Fecha máxima de depósito	27/01/2026

Datos del doctorando y de la tesis

- Complementos de formación
- Documento actividades
- Plan de investigación del doctorando
- Informe del director/tutor de Tesis
- Evaluación de la comisión académica
- Documentación

Volver

**⚠ Attention:** in this screen, we can see a very important detail: the deadline for depositing the thesis. You must deposit the thesis before this date or, if necessary, apply for an extension. For more information on how to apply for extensions, please visit the website of the Doctoral School: <https://esduva.uva.es/en/phd-students/changes-withdrawals-and-extensions/>

By clicking on this date you will be able to see if you are full time/part time, the extensions requested, etc.

### 3. Details: doctoral student and thesis

Here you will find information such as the name(s) of your tutor and thesis supervisor(s). It is compulsory to enter the title of the thesis, although you can change it at any time before submitting it.

It is important to check that the line or lines of research are correct:

DATOS DEL DOCTORANDO Y DE LA TESIS

DATOS DE LA TESIS

Título: LA COMPETENCIA TRANSVERSAL DEL ENGAGEMENT

Nombre del director: [Redacted]

Procedencia del director: Universidad: Universidad de Valladolid

Nombre del tutor: [Redacted]

Fecha inicio doctorado: 21/10/2019

Días reales consumidos: 256

Cotutela de Tesis: No

Mención doctorado industrial: No

Mención doctorado internacional: No

Fecha de Depósito: [Redacted]

Fecha último día de exposición pública: [Redacted]

Fecha de Lectura: [Redacted]

LÍNEAS DE INVESTIGACIÓN TESIS

- 94 - Inclusión, Equidad, Solidaridad y Compromiso Social en Educación
- 95 - Educación Permanente, Formación a lo Largo de la Vida y Alfabetización Digital y Mediática

Consulta de expediente

You can access your full academic record by clicking on

Consulta de expediente

## 4. Complementary training

If the academic committee of your PhD programme has asked you to take complementary courses, you will be able to check it in this section.


## 5. Doctoral activities document

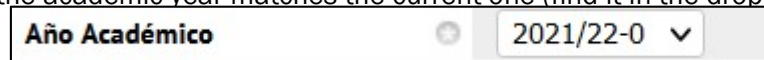
This tab is where the person enrolled in the doctoral programme (the student) will have to manage the training activities to be carried out during their studies. These activities must be validated by the tutor and thesis supervisor(s) and evaluated by the academic committee of the corresponding PhD programme.

This is a personalised document for doctoral students in which all the training activities carried out during the doctoral studies are recorded. It is also a part of the documentation to be reviewed by the academic committee of the doctoral programme for its annual evaluation.

### 5.1. How to record new activities

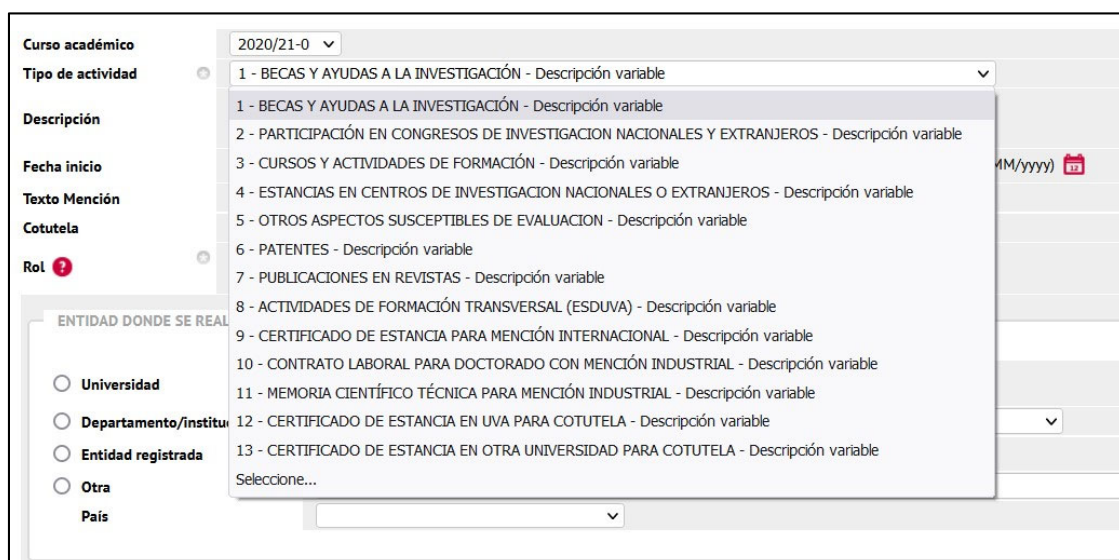
Training activity: it may be defined in the doctoral programme's verification report, proposed among the transversal activities offered by the Doctoral School, be of interest to you or suggested by your tutor and thesis supervisor(s), among other reasons. To enter and record the activity carried out, the procedure is as follows:

- Click on the button  at the top
- Make sure that the academic year matches the current one (find it in the drop-down menu)



Año Académico 2021/22-0

- Select the type of activity in the drop-down list:



Curso académico 2020/21-0

Tipo de actividad 1 - BECAS Y AYUDAS A LA INVESTIGACIÓN - Descripción variable

Descripción 1 - BECAS Y AYUDAS A LA INVESTIGACIÓN - Descripción variable

Fecha inicio MM/yyyy

Texto Mención

Cotutela

Rol ?

ENTIDAD DONDE SE REALIZA

Universidad

Departamento/instituto

Entidad registrada

Otra

Pais

2 - PARTICIPACIÓN EN CONGRESOS DE INVESTIGACION NACIONALES Y EXTRANJEROS - Descripción variable

3 - CURSOS Y ACTIVIDADES DE FORMACIÓN - Descripción variable

4 - ESTANCIAS EN CENTROS DE INVESTIGACION NACIONALES O EXTRANJEROS - Descripción variable

5 - OTROS ASPECTOS SUSCEPTIBLES DE EVALUACION - Descripción variable

6 - PATENTES - Descripción variable

7 - PUBLICACIONES EN REVISTAS - Descripción variable

8 - ACTIVIDADES DE FORMACIÓN TRANSVERSAL (ESDUVA) - Descripción variable

9 - CERTIFICADO DE ESTANCIA PARA MENCIÓN INTERNACIONAL - Descripción variable

10 - CONTRATO LABORAL PARA DOCTORADO CON MENCIÓN INDUSTRIAL - Descripción variable

11 - MEMORIA CIENTÍFICO TÉCNICA PARA MENCIÓN INDUSTRIAL - Descripción variable

12 - CERTIFICADO DE ESTANCIA EN UVA PARA COTUTELA - Descripción variable


13 - CERTIFICADO DE ESTANCIA EN OTRA UNIVERSIDAD PARA COTUTELA - Descripción variable

Selecione...

To fill in the fields: check [ANNEX I](#)

Once the activities have been recorded, the overview is as follows:


Curso académico	Tipo de actividad	Descripción	Origen actividad	Última modificación	Revisión	Descargar
2017/18	1 - BECAS Y AYUDAS A LA INVESTIGACIÓN - Descripción variable		Doctorando; [Nombre]	Doctorando; [Nombre]	Validada	
2017/18	2 - PARTICIPACIÓN EN CONGRESOS DE INVESTIGACION NACIONALES Y EXTRANJEROS - Descripción variable	Segunda actividad del año	Doctorando; [Nombre]	Doctorando; [Nombre]	Propuesta aceptada	
2017/18	5 - OTROS ASPECTOS SUSCEPTIBLES DE EVALUACION - Descripción variable	Actividad p... Aquí se indica la descripción	Tutor; [Nombre]	Tutor; [Nombre]	Propuesta aceptada	

The flag  indicates that there are changes in the status. When you record a training activity, it will appear as 'Proposal'. Then, when the tutor or thesis supervisor(s) revise it, they can change the status to 'Accepted Proposal', 'Validated' or 'Not Accepted', as appropriate.

In 'Origin activity', you can see by whom it has been proposed. It is also identified by colour codes. 'Last modification' indicates who has made the latest revision.

## 5.2. Training activities status


Once the activities have been recorded, their status can be:

- Proposed: this appears by default when you enter the activity. While it is in this status, the person enrolled in the PhD (the student) can make modifications by clicking on the pencil.
- Accepted proposal: the tutor or thesis supervisor(s) marks this option if they consider the proposal suitable for the PhD student's training. In this status, the person enrolled in the PhD (the student) can still modify the dates and the attached document by clicking on  before leaving.
- Validated: the tutor or thesis supervisor(s) mark this option when the activity is complete and when they consider it appropriate. In this status, the person enrolled in the doctorate (the student) can no longer modify it.
- Not accepted: the tutor or thesis supervisor(s) mark this option if they consider that the proposal is not suitable for the training of the person enrolled in the doctoral programme (the student).


The training activities can be checked by the tutor or the thesis supervisor(s). However, only one acceptance or validation is needed, which can be done either by the person responsible for the tutoring or thesis supervision, i.e. it is not necessary for everyone to enter acceptance or validation.


## 5.3. Consulting and modifying activities

To modify an activity in the doctoral activities document, click on . (If it is not already validated)

To download a file, press 

## 5.4. Printing the activities document

The doctoral activities document can be printed by clicking on the button  located at the top of the activity list you have entered. The application will generate a PDF file.

 Important: the doctoral activity document will only include those activities which are in the “Validated” status.

Activities in the status of “Proposal”, “Accepted proposal”, and “Not accepted” will not be included. Nor will activities be included if they are incorrectly recorded because not all mandatory fields have been entered.

## 6. Research plan and training plan for doctoral students

---

The research plan and training plan is the personalised document that describes the methodology to be used, the objectives, the means and a timeline for writing the doctoral thesis. It is a SINGLE DOCUMENT. The system envisages only one plan per academic year. There will only be two plans if the thesis has been evaluated “with shortcomings”. You have available the template to be used in the Doctoral School website: <https://esduva.uva.es/doctorandos/gestion-academica/plan-deinvestigacion-y-evaluacion-anual/>



This document –with the progress made– must be included each academic year and a reported thereon will be issued by the tutor or thesis supervisor(s). Before the end of the academic year, it will be evaluated by the academic committee of the doctoral programme.

If the evaluation reports shortcomings, the person enrolled in the PhD (the student) will have six months to submit a new research plan (second revision of the academic year), a report on which must also be issued by the tutor or thesis supervisor(s) and the academic committee. To do this, the student must be enrolled.

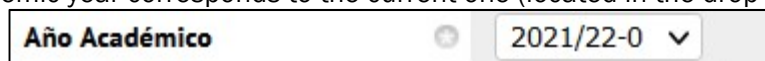
A second evaluation with shortcomings will lead to permanent withdrawal from the doctoral programme.

### 6.1. How to add the research plan and the training plan

Within the corresponding tab:

- Using the button  at the top
- Enter the description and attach the document: 
- The research and training plan is saved with the date it is uploaded to the application.

Check that the academic year corresponds to the current one (located in the drop-down menu)





Año Académico


Before logging out, do not forget to click on  to save it. Remember that there will be only one plan per academic year and it will be reflected in a single document.



## 6.2. How to consult or modify a record of the research plan and training plan. Download the attached document

To modify the registration of the research plan and the training plan, click on . This must be done before being evaluated, since it is not possible to modify it afterwards.

To download the file, click on .

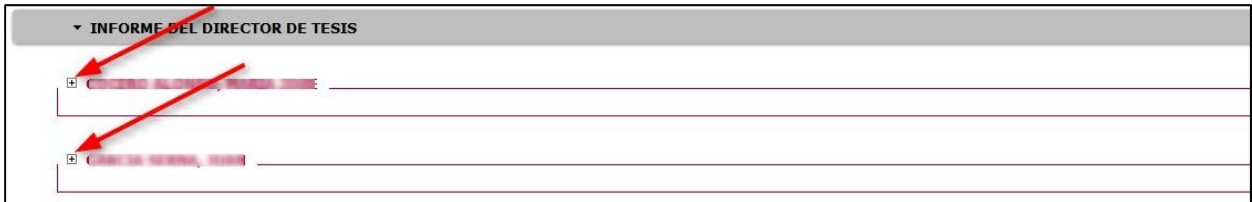
 The date of acceptance is inserted by the application when the tutor or thesis supervisor(s) evaluates the research plan and training plan. This implies that, after the evaluation, the person enrolled in the doctoral programme (the student) will not be able to delete or modify this record, but will only be able to download the document and consult the information entered.

## 7. Report from the thesis supervisor

In this section, the tutor and thesis supervisor(s) will attach a document, issuing a report on the research plan and training plan, the training activities and the progress of the thesis in the academic year.

This evaluation can be done in two ways:

- By clicking “+” in the corresponding section, each person responsible for the tutoring and thesis supervision uploads a report and issues their evaluation (positive or negative):

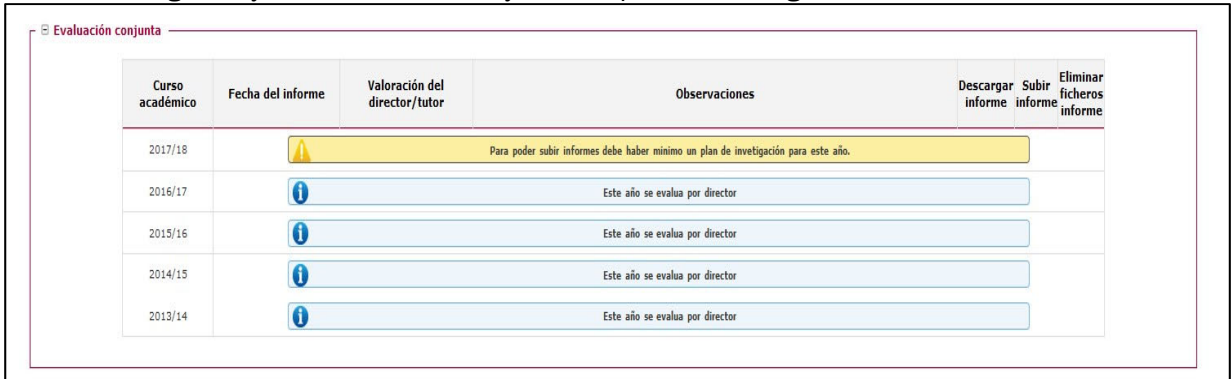


INFORME DEL DIRECTOR DE TESIS






+ [Redacted]

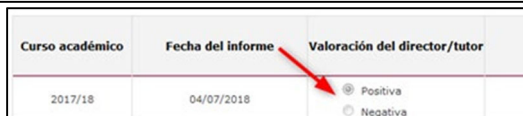
+ [Redacted]

- With the prior agreement of the tutor and thesis supervisor(s), any of them uploads a joint report that must be signed by all of them and they issue a positive or negative evaluation:



Evaluación conjunta

Curso académico	Fecha del informe	Valoración del director/tutor	Observaciones	Descargar informe	Subir informe	Eliminar ficheros informe
2017/18			Para poder subir informes debe haber mínimo un plan de investigación para este año.			
2016/17			Este año se evalúa por director			
2015/16			Este año se evalúa por director			
2014/15			Este año se evalúa por director			
2013/14			Este año se evalúa por director			





Curso académico	Fecha del informe	Valoración del director/tutor
2017/18	04/07/2018	<input checked="" type="radio"/> Positiva <input type="radio"/> Negativa

The two options are mutually exclusive, i.e. if it is a joint report, the individual report is not necessary, whereas if they wish to make an individual report, the joint report is not necessary.

## 8. Evaluation by the academic committee

The academic committee of the doctoral programme will evaluate in this tab the research plan and the training plan and the doctoral activities document, together with the reports issued for this purpose by the tutor and thesis supervisor(s):


Curso académico	Descripción	Convocatoria	Evaluación	Observaciones	Fecha calificación	Documentación
2017/2018	Tutela Académica (primer año)	1	<div style="border: 1px solid black; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Sin calificación</div><div style="background-color: #007bff; color: white; padding: 2px;">Sin calificación</div><div style="padding: 2px;">EVALUACION CON CARENCIA</div><div style="padding: 2px;">EVALUACION POSITIVA</div></div>			



In the academic calendar approved annually by the University of Valladolid and published on the UVA website, the deadlines for this annual assessment are approved.

Possible evaluation grades:


- a) Positive evaluation
- b) Evaluation with shortcomings:
  - In the case of an evaluation with shortcomings –which will be duly motivated– the person enrolled in the doctorate (the student) will be evaluated again within six months from the date of the last evaluation.
  - To this end, the person enrolled in the PhD (the student) will draw up a new research plan that must be uploaded to the SIGMA platform and which will appear as ‘Second Revision’. Once again, the tutor and thesis supervisor(s) must evaluate and report on this plan.

 **Important:** a second evaluation with shortcomings will lead to permanent withdrawal from the doctoral programme.

## 9. Documentation

This section contains the commitment to supervise the thesis once it has been signed by all the parties involved (the doctoral candidate, the tutor, the thesis supervisor(s) and the coordinator of the doctoral programme).

- 1- This supervision commitment will always be signed at the start of your doctoral studies.
- 2- If you have made any changes to the tutoring or supervision of your doctoral thesis, a new thesis supervision agreement will be signed again, including these changes.

 **Important:** unless it is signed by all the actors involved, you will not be able to record training activities in your activities document.

FOR ANY QUERIES, PLEASE CONTACT THE DOCTORAL SCHOOL AT THIS EMAIL:

[negociado.escuera.doctorado@uva.es](mailto:negociado.escuera.doctorado@uva.es)



# ANNEX I. Instructions for filling in the fields of the training activities

## 1. If the activity is a scholarship or a grant

The screenshot shows a form with the following fields: 'Curso académico' (dropdown menu with '2020/21-0'), 'Tipo de actividad' (dropdown menu with '1 - BECAS Y AYUDAS A LA INVESTIGACIÓN - Descripción variable'), 'Descripción' (text input field with a multilingual icon), and 'Fecha inicio' and 'Fecha fin' (calendar pickers with '(dd/MM/yyyy)' format).

Please fill in the following fields:

- Description: Name of the scholarship or grant


The field is multilingual: by clicking on the icon , you can enter the description in Spanish and English.  Be careful with the wording, as what you enter will be included in several documents, including the certificate, and it is important that it reflects the details of the activity as accurately as possible.

- Enter the start and end date
- Entity where the activity will take place: this refers to the institution awarding the grant or scholarship

The screenshot shows the 'Entidad donde se realizará la actividad' section with radio buttons for 'Universidad', 'Departamento/institución', 'Entidad registrada', 'Otra', and 'País'. A red box highlights the 'País' dropdown menu with the text 'SIEMPRE CUMPLIMENTA EL PAIS' and an arrow pointing to it.

There are different cases:

- a) If the entity is a “University”

Click on the icon  and choose the country and university.  
If it is a university institution, you must enter the name of the corresponding university.  
You can search for it with a search mask (=“*búsqueda con máscara*”):

The screenshot shows the 'País' dropdown menu with 'España' selected. Below it, the 'Descripción²' field has a search mask 'u|' entered, and a search results list is displayed with the following items: 'Universidad de valladolid', 'UNI\*', 'U\* m\*', 'Un\*', 'uni\*', and 'un\*'. A red circle highlights the search mask input.

Once you have chosen the university, a drop-down menu opens to search for the department:

b) If it is a “*registered entity*”

do not forget to enter the country and institution. You can also search for it with a search mask (=“*búsqueda con mascara*”) under “*Denominación*” (=“*Name*”):


		Denominación
3		Centro Buendía
359		Centro Educativo Liceo del Azuay
801		CENTRO ASISTENCIAL SAN JUAN DE DIOS PALENCIA

c) If the entity is neither registered nor a university, you must put the full name by clicking on “*Otra*” (=“*Other*”) and “*País*” (=“*Country*”) where this institution is located (without this data, it does not allow you to validate the activity)

- In the “*Observaciones*” (=‘Remarks’) field you can add comments. It is important to remember that the text will appear in the printed version of the doctoral activity document.

**⚠ Do not forget** to attach the document justifying the activity. Click on the button “*Adjuntar*” (=‘Attach’).

A pop-up window will appear in which you have to enter the title of the document, upload the document, and accept.

To finish, do not forget to click on 

The activity is registered in the list with the status 'proposed'. Your tutor and thesis supervisor(s) will receive an email informing them that there are updates in this file: only one of them need validate the activity.

## 2. If the activity is a conference, course, research stay or other


Fill in the following fields:



- Description: name of the conference, course, stay or others
- Fill in the following fields
- Enter the start and end date
- Entity where the activity will take place: you can follow the same instructions as in the previous section. Please note:

**⚠ ONLY IF THE STAY TO BE ENTERED JUSTIFIES THE INTERNATIONAL MENTION (max. two stays in the same institution) MUST YOU CLICK ON THE CORRESPONDING BOX. NO OTHER ACTIVITY SHOULD BE MARKED WITH A MENTION.**

**⚠ TO JUSTIFY THE INTERNATIONAL THESIS CO-SUPERVISION, YOU MUST ATTACH THE CERTIFICATE OF THE STAY AND ALL THOSE ACTIVITIES RELATED TO THE SIGNED CO-SUPERVISION AGREEMENT AND CLICK ON THE CORRESPONDING BOX. NO OTHER ACTIVITY MUST BE MARKED WITH A MENTION**



 TO JUSTIFY THE INDUSTRIAL DOCTORATE MENTION, YOU MUST ATTACH THE EMPLOYMENT CONTRACT AND THE SIGNED AGREEMENT AS TWO DIFFERENT ACTIVITIES and CLICK ON THE CORRESPONDING BOX. **NO OTHER ACTIVITY SHOULD BE MARKED AS SUCH.**

Fecha inicio	<input type="text"/> (dd/MM/yyyy) 	Fecha fin 
Texto Mención	<input checked="" type="checkbox"/> Sin mención	<input type="checkbox"/> Mención Doc. internacional
Incluir actividad en los certificados y en el SET	<input type="checkbox"/>	<input type="checkbox"/> Mención Doc. industrial
Cotutela	<input type="checkbox"/>	

### 3. If the activity is a patent

Fill in the following fields:

- Start date and end date: the date on which it was registered.
- Entity where the activity will take place: you can follow the same instructions as in the previous section.

<input type="radio"/> Universidad 	
<input type="radio"/> Departamento/institución	<input type="text"/>
<input checked="" type="radio"/> Entidad registrada 	<input type="text"/>

The country and centre fields must be filled in. You can also search for it with a search mask (= “*búsqueda con mascara*”) in ‘Denominación (= “Denomination”).

País	<input type="text" value="España"/>
Código	<input type="text"/>
Denominación	<input type="text" value="oficina*"/>
<input type="button" value="Cerrar"/> <input type="button" value="Buscar"/>	
Denominación	
	4269 OFICINA TÉCNICA MIRÓBRIGA
	4452 Oficina técnica Modelia3D S.L.U.
	4644 Oficina Extremeña de Asesoría y Consulting, S.L.
	5510 OFICINA DE ACOGIDA AL PEREGRINO S.A.M.I CATEDRAL DE SANTIAGO DE COMPOSTELA
	4962 OFICINAS PROVENCIO
	11702 OFICINA RACIONAL Y TÉCNICA S.L.P.
	20382 Oficina Española de Patentes y Marcas

 In the observations field, you must indicate the **REGISTRATION NUMBER** of the patent

## 4. If the activity is a publication

Fill in the following fields:

- Description: Title of the article and/or journal in which it has been published
- Start date and end date: the date of publication or acceptance

In the “*Observaciones*” section (= “Remarks”), you must fill in all the data indicated below. It is necessary to differentiate between article, chapter or book. ISO 690:2010(E)

- *Journal article*

Surname, First name. Title of the article. In: “Title of the serial publication”(\*in italics). Date of publication, numbering (volume, issue number...), page range. Standardised identifier (DOI)

Example:

Surname Surname, First name. *El Doctorado*. In: *Organic Chemistry*, 2018, v.21, no. 2, pp 241-358.  
DOI: 11.111/acs.inor.1v11111

- *Publication of a book*

Surname, First name. Title of the book (\*in italics). Edition (\*if not the first). Place: Publisher, Date of publication. ISBN

Printed example:

Surname Surname, First name. *El Doctorado*. 4th ed. Sevilla: Doctor Editora, 2012. ISBN: 123-22-

Online example:

Surname Surname, First name. *El Doctorado*. 4th ed. Sevilla: Doctor Editora, 2012. ISBN: 123-22  
Available at: <http://hdl.IXXXXXX>

- *Publication of a book chapter/published contributions to conferences*

Surname, First name. Title of the contribution. In: Name of author(s). Title of the book (\*In italics). Edition (if not the first edition). Place: Publisher, Date of publication, Page range. ISBN (if available)

Printed example:

Surname Surname, First name. *El Doctorado*. 4th ed. Sevilla: Doctor Editora, 2012. ISBN: 123-22-

Online example:

Surname Surname, First name. *El Doctorado*. 4th ed. Sevilla: Doctor Editora, 2012. ISBN: 123-22  
Disponibile en: <http://hdl.IXXXXXX>

IF YOU HAVE ANY QUERIES, PLEASE CONTACT THE DOCTORAL SCHOOL AT EMAIL:  
[negociado.escuela.doctorado@uva.es](mailto:negociado.escuela.doctorado@uva.es)