



UNIVERSIDAD
DE MÁLAGA

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GUIDE FOR SUBMITTING APPLICATIONS DURING THE PRE-REGISTRATION PROCESS FOR A DOCTORATE AT THE UNIVERSITY OF MÁLAGA

ESCUELA DE DOCTORADO

GUIDE FOR THE SUBMISSION OF APPLICATIONS IN THE PROCESS OF PRE-REGISTRATION FOR DOCTORATE AT THE UNIVERSITY OF MÁLAGA

The University of Malaga prepares this guide in order to advise applicants for Doctoral studies on the use of the DUA platform for applying for admission to [Doctoral Programs](#) that our university offers.

The application for admission submitted will, in the first instance, be reviewed by the Doctoral Service, which will verify that the candidate meets the requirements for access to doctoral studies established in [Royal Decree 99/2011](#), of January 28, which regulates official doctoral studies. Subsequently, the Academic Commissions will assess the merits of the admission applications in two phases (provisional assessment and final award), within the periods determined by the pre-registration calendar published at the University of Malaga.

The steps to follow to access the platform and to be able to correctly complete the application for admission are detailed below.

The steps to follow will be the following:

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1. Access to the application submission platform

(Recommended browser: Mozilla Firefox)

The link will be published prior to the deadline for submitting applications on the website of the University of Malaga and at www.uma.es/doctorado



Image 1 – Application for Admission to Doctoral Programs

There are different forms of identification:

- Document number (NIF, NIE, Passport)
- Access with digital certificate

Acceso a la presentación de la solicitud

Introduzca su N.I.F. / N.I.E. y la letra final en el casillero adjunto y pulse Continuar. En caso de poseer otro documento de identidad, seleccione "Otro documento" e introdúzcalo completo y pulse Continuar.

Seleccione su tipo de documento: N.I.F. / N.I.E. Otro documento
 N° Documento:

▶ Continuar

O bien utilice su certificado digital para acceder

 Acceso con certificado digital

Image 2 - Applicant Identification

Clicking “Continue” displays a message to disable the pop-up inhibitor if it is enabled.

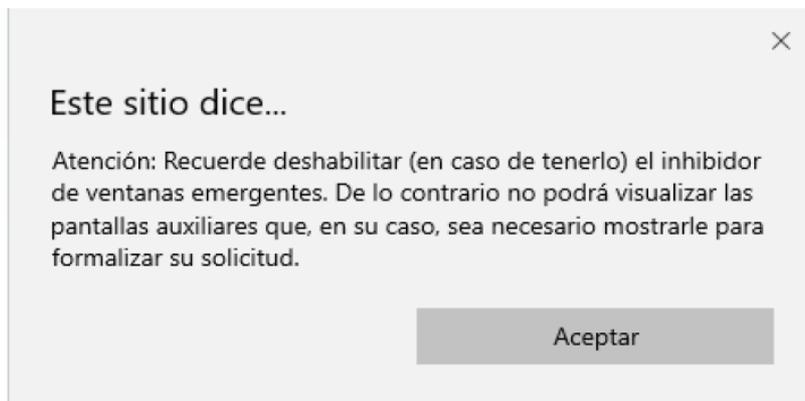


Image 3 - Disable pop-up inhibition

For security reasons, the platform will automatically log you out in a short period of time. However, you can save your application and access it with your access password that will be provided to you at the end of the process, during the period for submitting applications to modify it, add or delete documents provided, etc.

Each time you access and modify your request, a new password will be created that will be the only one valid for the next access.

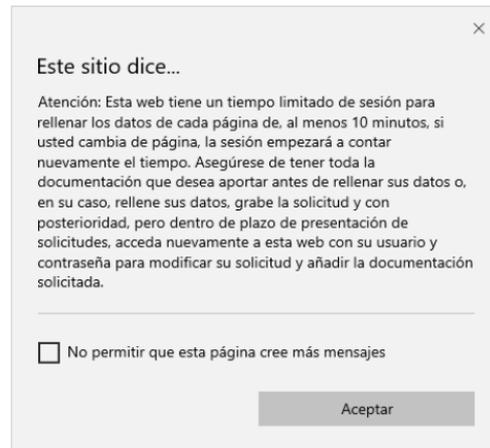


Image 4 - Limited session time

By clicking on "Accept" the next step is the Filling in of personal data.

2. Completion of personal data

Image 5 - Completion of personal data

Pay attention to fill in the data correctly, especially the email address and mobile phone number (they will also be requested at the end of the process for notifications)

In addition, in your email you will receive the access password and the receipt of having submitted the application.

This is the time to record whether the applicant has been awarded a scholarship (only applicable in the phase for scholarship holders), or if the applicant has a recognized disability with a degree of 33% or higher.

You must check the box and attach the supporting documentation by clicking on "Manage documentation".

Currently, 5% of the total number of doctorate places offered are reserved for students who can prove a degree of disability equal to or greater than 33%.

In the case of being admitted to a Doctoral Program, you must provide the originals and photocopies of the documentation provided during the pre-registration process at the Secretariat of the Center responsible for the respective Doctoral Program within a month after formalizing the registration according to the instructions in the Guide for the registration of students of Doctoral studies.

In those cases in which the documentation has not been issued in Spanish, it must be accompanied by the corresponding official sworn translation.

Once you have filled in the personal data, click on "Next" in the upper right corner, where the screen appears to choose the access path.

* On every screen, this image will appear which will help you at the moment.

3. Completion of access routes



Image 6 - Completing the access roads

Click on “Add new” and it will be displayed where the path is selected. The routes are preceded by a number, from 1 to 9.

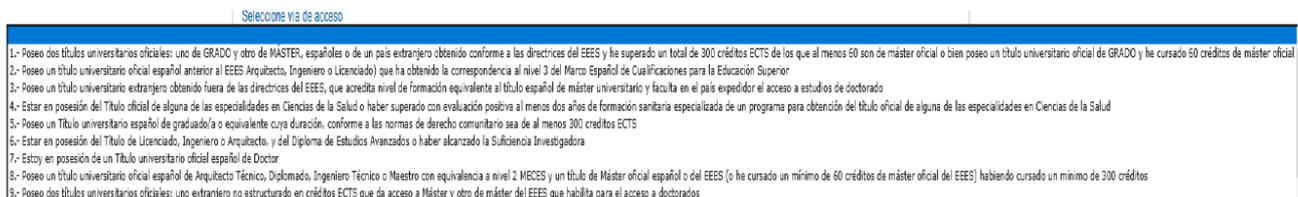


Image 7 - Access roads

Example of the access route “1: I have two official university degrees: one BACHELOR'S DEGREE and one MASTER'S, Spanish or from a foreign country obtained in accordance with the EHEA guidelines and I have passed a total of 300 ECTS credits, of which at least 60 are master's degrees”:

Image 8 - Access road 45 - documentation to provide - example

Once the fields are filled in, the applicant must attach the requested documentation by clicking on “manage documentation”. A pop-up window will open where you can attach all the requested documents.

Image 9 - Contribution of documentation for the consigned access route

Click on "Browse..." to be able to select the documents to be attached. When selected, click on "Attach file" so that the document is uploaded to the platform. When there are no more documents to attach, you can click on "close this window" located in the upper left corner.

Before closing the window, note that the uploaded documents are listed in a list on the left side of the window, under "Contributed documents"

If for any reason the applicant wishes to cancel this path, they will have to click on the "Cancel" button, located below the fields to be filled in the path. Otherwise, once the fields have been filled in and the relevant documents have been uploaded, click on "Finish this access path" so that the chosen access path is saved in the system.

Vía de Acceso

Selección de vía de acceso

1.- Poseo dos títulos universitarios oficiales: uno de GRADO y otro de MÁSTER, españoles o de un país extranjero obtenido conforme a las directrices del EEES y he superado un total de 30

Rellene los campos a continuación y pulse Finalizar para agregar la vía de acceso a su solicitud.

Título universitario español de graduado/a o equivalente:

Universidad:

Tipo de Titulación:

Denominación del Título:

Calificación (5-10):

Convocatoria y Año: /

Número de créditos del Título:

Título universitario de máster oficial que me habilita para el acceso a doctorados:

Universidad:

Denominación del Título:

Calificación Master:

Convocatoria y Año: /

Número de créditos del Máster:

[Finalizar esta vía de acceso](#) [Cancelar](#)

Documentación a aportar para la vía seleccionada	
Título de Graduado/a alegado	No aportada Gestionar documentación
Título de Máster Universitario alegado	No aportada Gestionar documentación
Certificación académica oficial correspondiente al título de Grado alegado que incluya la nota media final del expediente	No aportada Gestionar documentación
Certificación académica oficial acreditativa de los estudios de Máster cursados que incluya la nota media final del expediente	No aportada Gestionar documentación

Image 10 - Path Example

If you meet more than one access requirement, you can add more lanes by clicking "Add New" at the top left of the screen. The path you saved can also be deleted.

Documentation requested according to the access path (1 to 9):

ACCESS PATH	REQUIRED DOCUMENTATION
<p>1 I have two official university degrees: one BACHELOR'S DEGREE and another MASTER'S DEGREE, Spanish or from a foreign country obtained in accordance with the EHEA guidelines and I have passed a total of 300 ECTS credits, of which at least 60 are official master's degrees or I have an official UNDERGRADUATE degree and I have Completed 60 official master's credits.</p>	<ol style="list-style-type: none"> 1. Alleged graduate degree. 2. Claimed Master's degree. 3. Official academic certification corresponding to the alleged Bachelor's degree that includes the final grade point average of the file. 4. Official academic certification accrediting the Master's studies completed that includes the final average grade of the file.
<p>2 I have an official Spanish university degree prior to the EHEA that has obtained correspondence to level 3 of the Spanish Framework of Qualifications for Higher Education.</p>	<ol style="list-style-type: none"> 1. Title of Architect, Engineer or Alleged Graduate. 2. Official academic certification corresponding to the alleged title that includes the final grade point average of the file. 3. Correspondence of the alleged title at level 3 MECES.
<p>3 I have a foreign university degree obtained outside the EHEA guidelines, which accredits a level of education equivalent to the Spanish university master's degree and allows access to doctoral studies in the issuing country.</p>	<ol style="list-style-type: none"> 1. Degree corresponding to foreign educational systems obtained outside the guidelines of the EHEA with a level of training equivalent to the Spanish university master's degree and which authorizes access to doctoral studies in the issuing country. 2. Official academic certification corresponding to the alleged title (in the certification the final average grade of the file, the minimum passing grade and the maximum obtainable grade must appear, as well as the year of beginning, year of completion and total duration in years). 3. Document issued by the authority of the foreign country that accredits access to doctoral studies (model equal or similar mandatory contribution to participate in this way).
<p>4 Being in possession of the official title of any of the specialties in Health Sciences or having passed with a positive evaluation at least two years of specialized health training in a program to obtain the official title of any of the specialties in Health Sciences.</p>	<ol style="list-style-type: none"> 1. Alleged university degree for access to the program specialized health training. 2. Official academic certification corresponding to the alleged title that includes the final grade point average of the file. 3. Official title of any of the specialties in Health Sciences or certification of having passed with a positive evaluation at least two years of specialized health training in a program to obtain the official title of any of the specialties in Health Sciences .
<p>5 I have a Spanish university graduate degree whose duration, in accordance with the rules of community law, is at least 300 ECTS credits.</p>	<ol style="list-style-type: none"> 1. Spanish university graduate degree or equivalent whose duration, in accordance with Community law regulations, is at least 300 ECTS credits. 2. Official academic certification corresponding to the alleged title that includes the final grade point average of the file.

ACCESS PATH

REQUIRED DOCUMENTATION

I have a degree that gave me access to Spanish doctoral studies prior to those regulated by RD 99/11 and the
6 Diploma of Advanced Studies or I have achieved Research Sufficiency.

1. Title of Architect, Engineer or Alleged Graduate.
2. Diploma of Advanced Studies or Certification of having achieved Research Sufficiency.
3. Official academic certification corresponding to the alleged title that includes the final grade point average of the file.

7 I am in possession of an official Spanish university degree of Doctor.

1. Official Spanish university degree of Doctor.
2. Degree with which he accessed the studies corresponding to the alleged Doctor's degree.
3. Official academic certification corresponding to the alleged Doctorate studies.
4. Official academic certification corresponding to the degree with which he accessed the Doctorate studies that includes the final average grade of the file.

I have an official Spanish university degree of Technical Architect, Diplomado, Engineer Technician or Master with equivalence to level 2
8 MECES and an official Spanish or EHEA Master's degree (or I have completed a minimum of 60 official EHEA master's credits) having completed a minimum of 300 credits

1. Spanish official university title of Technical Architect, Diploma, Technical Engineer or Alleged Master.
2. Official academic certification corresponding to the alleged title that includes the final grade point average of the file.
3. MECES level 2 certification.
4. Official Spanish university Master's degree or statement of the master's level studies completed.
5. Official academic certificate accrediting the studies Master's level completed that includes the final average grade of the file.

I have two official university degrees: one foreigner not structured in ECTS credits that gives
9 access to a Master's degree and another EHEA master's degree that qualifies for access to doctorates.

1. Foreign title that gives access to the alleged Master's degree.
2. Spanish or EHEA University Master's degree claimed.
3. Official academic certification corresponding to the foreign degree that gave access to the Master's degree (in the certification the final average grade of the file, the minimum passing grade and the maximum obtainable grade must appear, as well as the year of beginning, year of completion and total duration in years).
4. Official academic certification corresponding to the title of the Spanish University Master's Degree or the alleged EHEA that includes the final average grade of the file.

Image 11 - Documentation to provide according to access route

Once this step is completed, the next one can be accessed in the same way as before, by clicking on "next", to reach the "Requests" screen.

4. Completion of requests

Once the personal data and access routes have been completed, the next step is to choose the Doctorate Program to which you wish to access. A list of the different Doctoral Programs offered by the University of Malaga will be displayed.

Peticiones

*Indique uno o más criterios de búsqueda y pulse **Buscar** para encontrar los Doctorados ofertados en Málaga que se ajusten a su interés. Puede efectuar cuantas búsquedas sea necesario para localizar y agregar cuantas peticiones desee. Pulse Directamente **Buscar** para ver todos los ofertados.*

Por patrón de búsqueda (máx. 100 caracteres)

Buscar **Nueva Búsqueda**

23 Resultados. Pulse sobre cualquier columna para agregar la petición a su solicitud

Código	Doctorado	Centro	Localidad
706006	BIOLOGÍA CELULAR Y MOLECULAR	F. CIENCIAS	MALAGA
716001	BIOMEDICINA, INVESTIGACIÓN TRASLACIONAL Y NUEVAS TECNOLOGÍAS EN SALUD	F. MEDICINA	MALAGA
705002	BIOTECNOLOGIA AVANZADA	F. CIENCIAS	MALAGA
715008	CIENCIAS DE LA SALUD	F. CIENCIAS DE LA SALUD	MALAGA
709007	CIENCIAS JURÍDICAS Y SOCIALES	F. DERECHO	MALAGA
722002	CIUDAD, TERRITORIO Y PLANIFICACIÓN SOSTENIBLE	F. FILOSOFÍA Y LETRAS	MALAGA
720005	COMUNICACIÓN	C.I. POSGRADO Y DOCTORADO	MÁLAGA
718009	DINÁMICA DE LOS FLUJOS BIOGEOQUÍMICOS Y SUS APLICACIONES	C.I. POSGRADO Y DOCTORADO	MÁLAGA
708003	DIVERSIDAD BIOLÓGICA Y MEDIO AMBIENTE	F. CIENCIAS	MALAGA
710001	ECONOMÍA Y EMPRESA	F. CC.EE. Y EMPRESARIALES	MALAGA
721106	EDUCACIÓN Y COMUNICACIÓN SOCIAL (FACULTAD CIENCIAS DE LA COMUNICACIÓN)	F. CIENCIAS COMUNICACIÓN	MALAGA
711003	EDUCACIÓN Y COMUNICACIÓN SOCIAL (FACULTAD CIENCIAS DE LA EDUCACIÓN)	F. CIENCIAS EDUCACIÓN	MALAGA
713000	ESTUDIOS AVANZADOS EN HUMANIDADES, ARTE, FILOSOFÍA Y CIENCIAS DE LA ANTIGÜEDAD	F. FILOSOFÍA Y LETRAS	MALAGA
702001	INGENIERÍA DE TELECOMUNICACIÓN	E.T.S. ING. TELECOMUNICA.	MALAGA
704009	INGENIERÍA MECÁNICA Y EFICIENCIA ENERGÉTICA	E. POLITÉCNICA SUPERIOR	MALAGA
703005	INGENIERÍA MECATRÓNICA	E.T.S. ING. INDUSTRIAL	MALAGA
712007	LINGÜÍSTICA, LITERATURA Y TRADUCCIÓN	F. FILOSOFÍA Y LETRAS	MALAGA
719002	MATEMÁTICAS	F. CIENCIAS	MALAGA
714004	PSICOLOGÍA	F. PSICOLOGÍA Y LOGOPEDIA	MALAGA
707001	QUÍMICA Y TECNOLOGÍAS QUÍMICAS. MATERIALES Y NANOTECNOLOGÍA	F. CIENCIAS	MALAGA
717005	SISTEMAS DE ENERGÍA ELÉCTRICA	E.T.S. ING. INDUSTRIAL	MALAGA
701008	TECNOLOGÍAS INFORMÁTICAS	E.T.S. ING. INFORMÁTICA	MALAGA
721009	TURISMO	F. TURISMO	MALAGA

Image 12 - Requests (Doctoral programs)

If you do not find the Doctoral Program, you can do a search.

To access the application form for the Doctorate Program, click on the name of the Doctorate you want to access. Once the Doctorate has been selected, the following window will appear so that you can fill in the information requested.

716001 - BIOMEDICINA, INVESTIGACIÓN TRASLACIONAL Y NUEVAS TECNOLOGÍAS EN SALUD (MÁLAGA) - FASE 1

Para agregar este programa doctorado a su solicitud cumplimente, en su caso, los apartados de la siguiente lista y a continuación pulse "Agregar este doctorado" en la parte inferior de la pantalla. **AVISO:** Si el criterio o requisito que se solicita no es un documento en sí, sino una declaración personal, adjunte un documento PDF con dicha declaración.

CRITERIOS Y BAREMO PARA LA PUNTUACIÓN DE ACCESO			
COD.	DESCRIPCIÓN	BAREMO	FICHERO ACEPTO
102	EXPEDIENTE ACADÉMICO	90	No requiere aporte de documentación
103	OTROS MÉRITOS (describir modelo anexo 2017)	10	No se portaba Gestionar documentación

**Debe acreditar adjuntando dentro del plazo de presentación de solicitudes, los archivos correspondientes de todo lo especificado en su curriculum, conocimientos, cursos, seminarios, jornadas, congresos, etc.*

OTROS DATOS (a nivel informativo para su consulta y evaluación por parte de los responsables del Doctorado).
Para mayor información al respecto contactar con los responsables del Doctorado.

Nivel de Dedicación al Doctorado

Agregar este Doctorado

Image 13 - Example criteria and scale

The sections that each Doctorate Program has established will appear, indicating the percentage in the scale applied. If in any section, such as here in "Academic record" it indicates that "Documentation is not required" it is because it was already provided in the "Access routes" step.

To attach documentation in the other sections other than the academic record, you must download the form and the files by clicking on "download model to fill in here".

Fill in the form and documents, save them on your PC and attach them by clicking on **“Manage documentation” - “Browse” - “Attach file”**. **You must attach all supporting documents of the merits consigned in the forms, in PDF format and with a maximum size of 4 MB each.**

There is a generic form for most Doctoral Programs and other specific ones:

[generic form for Doctoral Programs](#).

Doctoral Program in [Law and Social Sciences](#)

Doctoral Program in [Education and Social Communication](#)

Doctoral Program in [Advanced Studies in the Humanities](#)

Doctoral Program in [City, Territory and Sustainable Planning](#)

Doctoral Program in [Psychology](#):

[Letter of support for the Doctoral Program in Psychology](#). You must download it and send it to the professor who endorses the direction or tutoring of the thesis, following the instructions.

Doctoral Program in [Advanced Biotechnology](#), [model letter of endorsement](#):

This procedure is the same as in the previous step. Once the documents have been provided, they will appear as "Documents provided"

Important: "In order for the merits consigned in the forms to be taken into account in the assessment of your application, you must attach the files corresponding to everything specified in your curriculum, concerning **courses, seminars, conferences, congresses, etc.** (attaching supporting documents by clicking on "manage documentation")"

In the second field to fill in, reference is made to the level of dedication that will be given to the doctorate, choosing full time or part time.

The image shows a web form titled "OTROS DATOS (a nivel informativo para su consulta y evaluación por parte de los responsables del Doctorado). Para mayor información al respecto contactar con los responsables del Doctorado." Below the title is a dropdown menu labeled "Nivel de Dedicación al Doctorado" with two visible options: "Tiempo Parcial" and "Tiempo Completo". To the right of the dropdown is a button labeled "Agregar este Doctorado".

Image 14 – Dedication (full time or part time)

Once all the fields have been completed and the documents attached, click on **“Add this Doctorate”**

5. Recording and sending of the request

Once the applicant has completed all the required information, the next step will take them to validate and save the application. You must fill in the "mobile phone" and "e-mail" fields with the same data as on the first screen when you began to fill in the application with your personal data.



Image 15 - Validation and recording of the request

The request will be recorded and sent to the University of Malaga. The applicant will receive an application notification sent by email and by SMS to the mobile. In the email you will also find attached a document as a receipt of the application ("the PDF of the application")

Once the process is finished, the applicant will be able to "view the PDF of the application", "close the session", "modify the application" or "cancel application"

During the application submission period, the applicant may also access their application using the last access password that was sent to them. If you modify something (adding or deleting petitions, documentation, etc.) another access password will be generated and the last one received will always be the valid one in order to access your request.

6. Provisional assessment of merits and award of results

On the dates established in the pre-registration calendar, the applicant will receive a notification to their email address with the **PROVISIONAL ASSESSMENT OF MERITS** and they will be able to consult their application in the Access link to the merit assessment consultation.

At that time, a period will be opened to make allegations to the provisional scales. To do this, you must access the Management platform for allegations, notifications and claims enabled for this purpose. The platform will be accessed through the NIF or equivalent document number provided and the password that was provided when generating the request.

Within the same period, you must provide the documentation that may be required by the Academic Committee of the Program.

7. Candidate selection

At the end of the period for the presentation of allegations, the award of the places offered will be notified to the email address and the applicant will be able to check their status on the same platform of Common Access to the consultation of the evaluation of merits or of the Adjudication of plazas.

The **status** of the request may be:

- **Admitted.** Compulsory enrollment (in this case, you must do it online within the estimated period and through of the self-registration link received by email)
- **Excluded** (includes the causes of exclusion)
- **Waiting list** (and the position you are in on the waiting list)

Only in the event that some of the admitted students do not formalize enrollment during their enrollment period, the waiting lists will begin to be managed, informing the applicants, in the order established in the evaluation of merits, that they have been awarded a place and that if they wish they can formalize the enrollment within the period granted to them.

If an applicant on the waiting list is not contacted, it means that there have been no vacancies until their place on the list is reached and if they wish to access Doctorate studies in the future, they must go through the pre-registration process again. .

After the completion of the presentation of applications and at all times, applicants will receive by email the steps they must follow and the links to which they must access for consultation in accordance with the dates published in the Doctorate Pre-registration calendar in the Malaga University.