

# PRE-ENROLMENT APPLICATION GUIDE FOR DOCTORAL STUDIES AT THE UNIVERSITY OF MALAGA

DOCTORAL SCHOOL

## PRE-ENROLMENT APPLICATION GUIDE FOR DOCTORAL STUDIES AT THE UNIVERSITY OF MALAGA

The University of Malaga has prepared this guide in order to advise applicants to PhD studies on the functioning of the DUA platform, used for the application for admission into the PhD programmes offered by our university.

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

Below are the steps to accessing the platform and correctly completing the application for admission.

The steps are:

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## 1. Access to the application platform

*(Recommended browser: Mozilla Firefox)*

The link will be published prior to the deadline for submission of applications on the website of the University of Malaga and at <https://www.uma.es/doctorado/info/12410/acceso-doctorado/>

**Solicitud de Admisión a los Doctorados de Málaga**

Esta es la única vía de presentación de solicitudes para el curso académico 2021/2022.

- ▶ Acceso a la presentación de la solicitud
- ▶ **MUY IMPORTANTE – leer antes de iniciar su solicitud**
- ▶ Enlaces de interés:
  - Calendario.
  - Oferta Programas de Doctorado.
  - Páginas web Programas de Doctorado.
  - Guía para el proceso de presentación de solicitudes.
  - FAQ – Preguntas frecuentes sobre el proceso de preinscripción a Doctorado.
  - Requisitos de acceso a Doctorado.
  - Documentación según vía de acceso.

 **Firefox** Navegador Recomendado: Mozilla Firefox

*Image 1 – Webpage for Doctoral Programme Application Form*

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

Nº Documento:

▶ Continuar

O bien utilice su certificado digital para acceder

 Acceso con certificado digital

*Image 2 - Applicant Identification*

When you click on "Continue" a message appears to disable the pop-up inhibitor if it is enabled.

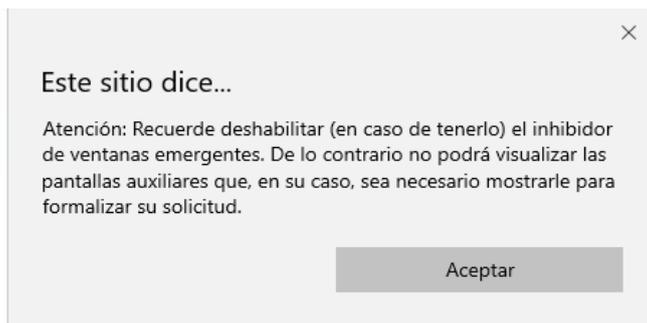


Image 3 - Disable pop-up inhibition

For security reasons, the platform will automatically log you out after a short period of time. However, you can save your application and access it with your access password, which will be provided at the end of the process. During the application submission period, you will be able to modify your application, add or delete documents provided, etc.

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

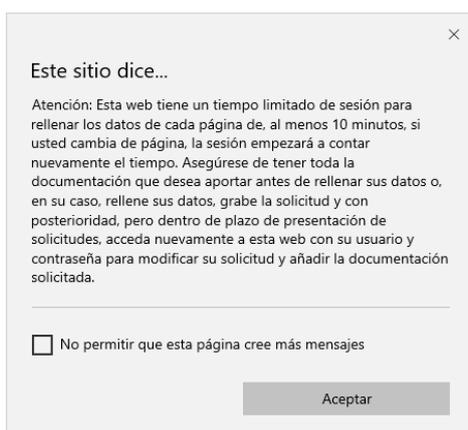


Image 4 - Limited session time

When you click on "Accept" the next step is to fill in your personal data.

## 2. Filling in personal data

A screenshot of a web form titled "Datos Personales" with a help icon and "Ayuda" link. The form contains several input fields: "D.N.I./Pasaporte" (with a redacted value), "Primer Apellido\*", "Segundo Apellido", "Nombre\*", "Sexo" (dropdown), "Teléfono móvil", "Teléfono", "Email", "Calle\*", "Número\*", "Localidad\*", "Fecha Nacimiento\*" (date picker), "Nacionalidad\*", and "Cód. Postal\*". Below the form are two checkboxes with red 'X' icons: "Tengo concedida una beca o estoy en fase de tramitación para su concesión..." and "Tengo reconocido un grado del 33% o superior de discapacidad.". There are also red asterisks and text: "\*Suba la documentación acreditativa.", "\*En el caso que marque el citado reconocimiento, debe adjuntar el certificado acreditativo correspondiente.", and "\*Campos obligatorios.".

Image 5 - Completion of personal data

Please be careful to fill in the data correctly, especially the email address and mobile phone number (these will be requested again at the end of the process for notifications). In addition, you will receive your access password and your receipt of the application by email.

This is the time to indicate whether the applicant has been granted a scholarship or is awaiting resolution, and whether 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".

In each Doctoral Programme, 5% of the total number of places offered for the current academic year is reserved for students with a degree of disability equal to or greater than 33%, unless this reserve has been covered in the 1st phase.

In the case of being admitted to a Doctoral Programme, the original and copies of the documentation that gave access to the Doctorate (degree(s) and academic certificate(s)) must be submitted to the Secretary's Office of the Center responsible for the respective Doctoral Programme within one month after formalizing enrollment according to the instructions in the Guide for the enrollment of students in Doctoral studies.

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

Once you have filled in the personal data, click on "Next" in the upper right corner to move on to the next step: pathways (vías de acceso).

\* On each screen, you will see this image  which will help you in each step.

### 3. Filling in the access routes



Image 6 - Filling in the access routes

Click on "Add new" (Agregar nueva) and you will be prompted to select your pathway into doctoral studies. The pathways are preceded by a number from 1 to 9.

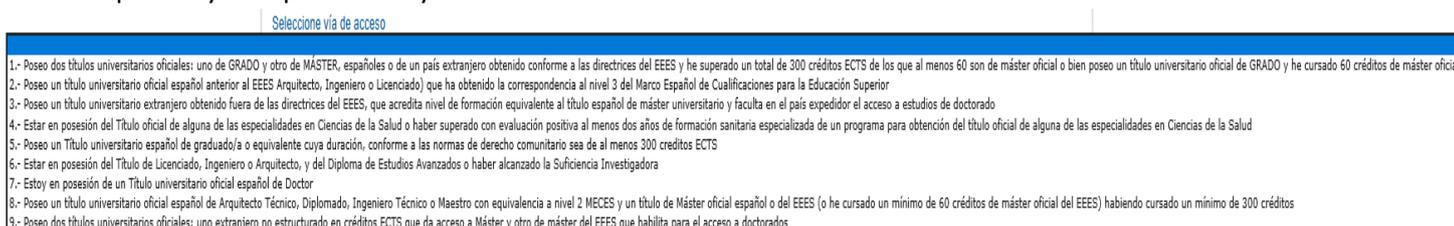


Image 7 - Pathways into doctoral studies

Example of access pathway "1: I hold two official university degrees: a BACHELOR'S degree and a MASTER'S degree, either Spanish or by a foreign country observing EHEA guidelines, so I have passed a total of 300

ECTS credits, where at least 60 credits belong to the MASTER'S programme. OR, I hold a BACHELOR'S degree and I have passed at least 60 credits of an official MASTER'S degree.”:

## Vía de Acceso

Seleccione 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 supe

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:

Documentación a aportar para la vía seleccionada	
Título de Graduado/a alegado	<input type="checkbox"/> No aportada <a href="#">Gestionar documentación</a>
Título de Máster Universitario alegado	<input type="checkbox"/> No aportada <a href="#">Gestionar documentación</a>
Certificación académica oficial correspondiente al título de Grado alegado que incluya la nota media final del expediente (en caso de sistemas educativos no españoles deberán presentar <b>adicionalmente</b> la equivalencia de la nota media obtenida en este <a href="#">enlace</a> ).	<input type="checkbox"/> No aportada <a href="#">Gestionar documentación</a>
Certificación académica oficial acreditativa de los estudios de Máster cursados que incluya la nota media final del expediente (en caso de sistemas educativos no españoles deberán presentar <b>adicionalmente</b> la equivalencia de la nota media obtenida en este <a href="#">enlace</a> ).	<input type="checkbox"/> No aportada <a href="#">Gestionar documentación</a>

Image 8 - Pathway 45 - documentation to be provided - example

Once the fields have been filled in, the applicant must attach the requested documentation by clicking on "manage documentation". A pop-up window will open where all the requested documents can be attached.

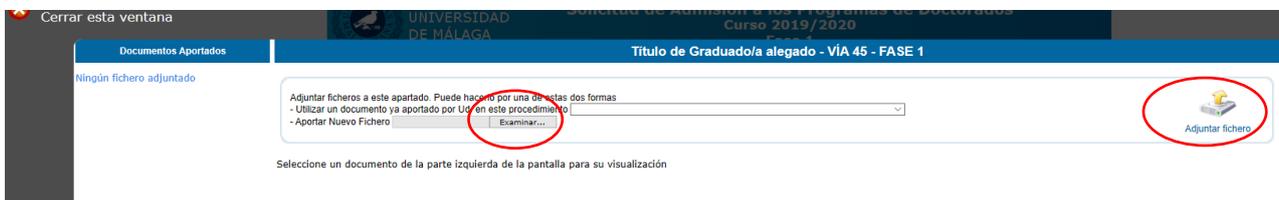


Image 9 - Adding documentation for the consigned pathway into doctoral studies

Click on "Browse..." to select the document to be attached. After selecting it, click on "Attach file" to upload the document to the platform. You can upload as many documents as you wish by following the same steps. When you have no more documents to attach, click on "Close this window" in the upper left corner. The maximum file size is 4 MB each.

Before closing the window, make sure that the uploaded documents are listed on the left side of the window, under "Uploaded documents".

Once the fields have been filled in and the relevant documents have been uploaded, click on "Finish this path" to save the chosen path in the system. If for any reason the applicant wishes to cancel this pathway into doctoral studies, he/she will have to click on the "Cancel" button, located below the fields to be filled in for the pathway.

## Vía de Acceso

### Seleccione 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 31

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:





Image 10 - Pathway example

If the applicant meets more than one pathway requirement, they can add more pathways by clicking on "Agregar nueva" (add new) at the top left of the screen. They can also delete the pathway saved.

**Required documentation according to pathway into doctoral studies (1 to 9):**

PATHWAY		REQUIRED CERTIFICATES
1	I hold two official university degrees: a BACHELOR'S degree and a MASTER'S degree, either Spanish or by a foreign country <u>observing EHEA(*) guidelines</u> , so I have passed a total of 300 ECTS credits, where at least 60 credits belong to the MASTER'S programme. OR, I hold a BACHELOR'S degree and I have passed at least 60 credits of an official MASTER'S degree.	<ol style="list-style-type: none"> <li>1. Bachelor's degree certificate.</li> <li>2. Master's degree certificate.</li> <li>3. Bachelor's degree official record of transcript, which must include the final average grade.</li> <li>4. Master's degree official record of transcript, which must include the final average grade.</li> <li>5. Degrees corresponding to non-Spanish educational systems must present the equivalence of the average grade obtained in this <a href="#">link</a>.</li> </ol>
2	I hold an official Spanish university degree prior to the EHEA (*) that has obtained the correspondence to level 3 of the Spanish Qualifications Framework for Higher Education.	<ol style="list-style-type: none"> <li>1. Architect, Engineer or Licenciante degree.</li> <li>2. Official record of transcript corresponding to the claimed degree, which must include the final average grade.</li> <li>3. Claimed degree's correspondence with level 3 of the Spanish Qualifications Framework for Higher Education (MECES). It can be requested in this <a href="#">link</a>.</li> </ol>
3	I hold a foreign university degree obtained outside the EHEA(*) guidelines, which certifies a level of education equivalent to a Spanish master's degree and allows access to doctoral studies in the issuing country.	<ol style="list-style-type: none"> <li>1. Certificate of the degree obtained outside the EHEA(*) guidelines, which certifies a level of education equivalent to a Spanish master's degree and allows access to doctoral studies in the issuing country.</li> <li>2. Official record of transcript corresponding to the claimed degree, which must include the final average grade, the minimum passing grade and the maximum grade obtainable, as well as the starting year, year of completion and total duration in years. This document must come together with the certificate of equivalence of the average grade with the Spanish system obtainable in this <a href="#">link</a>.</li> <li>3. Document issued by the authority of the foreign country that certifies access to doctoral studies (the same or similar <a href="#">model</a> as the one required to participate through this route).</li> </ol>
4	I hold an official degree in one of the specialties in Health Sciences or I have passed with positive evaluation at least two years of specialized health training in a programme to obtain an official degree in one of the specialties in Health Sciences.	<ol style="list-style-type: none"> <li>1. University degree claimed for access to the specialized health care training programme.</li> <li>2. Official record of transcript corresponding to the claimed degree, which must include the final average grade.</li> <li>3. Official degree in one of the specialties in Health Sciences or certification of having passed with positive evaluation at least two years of specialized health training in a programme to obtain an official degree in one of the specialties in Health Sciences.</li> </ol>
5	I hold a Spanish university degree of at least 300 ECTS credits in accordance with EU law.	<ol style="list-style-type: none"> <li>1. Spanish university degree or equivalent whose duration, in accordance with the rules of EU law is at least 300 ECTS credits.</li> <li>2. Official record of transcript corresponding to the claimed degree, which must include the final average grade.</li> </ol>

PATHWAY		REQUIRED CERTIFICATES
6	I hold a degree that gave me access to Spanish doctoral studies prior to those regulated by RD 99/11 and to the Diploma of Advanced Studies or I have achieved Research Sufficiency.	<ol style="list-style-type: none"> <li>1. Architect, Engineer or Licenciante degree.</li> <li>2. Diploma of Advanced Studies or Certification of having achieved Research Sufficiency.</li> <li>3. Official record of transcript corresponding to the claimed degree, which must include the final average grade.</li> </ol>
7	I hold a PhD issued by an Spanish official programme.	<ol style="list-style-type: none"> <li>1. PhD certificate by a Spanish official programme.</li> <li>2. Degree which granted access to the PhD programme.</li> <li>3. Official record of transcript corresponding to the PhD degree.</li> <li>4. Official record of transcript corresponding to the claimed degree which granted access to the PhD programme. It must include the final average grade.</li> </ol>
8	I hold an official Spanish university degree of Technical Architect, Diplomate, Technical Engineer or Teacher with equivalence to level 2 of the Spanish Qualifications Framework for Higher Education (MECES) and an official Spanish or EHEA(*) Master's degree (or I have completed a minimum of 60 credits of an official EHEA(*) Master's degree) having completed a minimum of 300 credits.	<ol style="list-style-type: none"> <li>1. Certificate of official Spanish university degree of Technical Architect, Diplomate, Technical Engineer or Teacher.</li> <li>2. Official record of transcript corresponding to the claimed degree, which must include the final average grade.</li> <li>3. Claimed degree's correspondence with level 2 of the Spanish Qualifications Framework for Higher Education (MECES). It can be requested in this <a href="#">link</a>.</li> <li>4. Master's degree certificate by a Spanish university.</li> <li>5. Master's degree official record of transcript, which must include the final average grade.</li> </ol>
9	I hold two official university degrees: a foreign one not structured in ECTS credits that gives access to a Master's degree and another one from the EHEA (*) that gives access to PhD studies.	<ol style="list-style-type: none"> <li>1. Foreign degree that gave access to the Master's studies.</li> <li>2. Spanish or EHEA(*) Master's degree.</li> <li>3. Official record of transcript of the foreign degree that gave access to the Master's (the certification must show the final average grade of the transcript, the minimum passing grade and the maximum grade obtainable, as well as the year of beginning, year of completion and total duration in years). The equivalence of the average grade obtained in this <a href="#">link</a>.</li> <li>4. Official academic certification corresponding to the Spanish or EHEA (*) Master's Degree claimed, including the final average grade of the transcript. This document must come together with the certificate of equivalence of the average grade with the Spanish system obtainable in this <a href="#">link</a>.</li> </ol>

Image 11 - Documentation to be provided according to access pathway

Once this step has been completed, the next step can be accessed in the same way as the previous one, by clicking "siguiente" to reach the "Peticiones" screen.

## 4. Filling in the application

Once the personal details and the access pathways have been filled in, the next step is to choose the Doctoral Programme in which the applicant wants to access. A list of the different Doctoral Programmes offered by the University of Málaga 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 - Applications (Doctoral Programmes)

If the Doctoral Programme cannot be found, a manual search can be done.

To access the Doctoral Programme application form, click on the name of the Doctoral Programme to be applied. Once the applicant has selected the Programme, the following window will appear so that the requested data can be filled in.

**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 ficha 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
002	EXPEDIENTE ACADÉMICO	60
003	OTROS MÉRITOS (descargar modelo a rellenar aquí)	40

FICHERO ADJUNTO: No requiere aporte de documentación

\*Debe acreditar adjuntando dentro del plazo de presentación de solicitudes, los archivos correspondientes de todo lo especificado en su curriculum, concordes a 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 of criteria and assessment scale

The criteria sections established by each Doctoral Programme will appear, with an indication of the percentage of the scale applied. If in any criteria section, as in here "Expediente académico", it is indicated

that “no requiere aporte de documentación” it is because it has already been provided during the step of “vías de acceso”.

To attach documentation other than the academic record in the sections, the applicant must download the form and files by clicking on “descargar modelo a rellenar aquí”.

Fill in the form and documents, save them on your PC and attach them by clicking “**Gestionar documentación**” - “**Examinar**” - “**Adjuntar fichero**”. **All the documents demonstrating merits stated in the forms must be attached in PDF format and with a maximum of 4MB each.**

There is a generic form for most Doctoral Programmes and other specific forms:

**Generic form** for Doctoral Programmes.

Doctoral Programme in [Legal and Social Sciences](#)

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

Doctoral Programme in [Advanced Studies in Humanities](#)

Doctoral Programme in [Cities, Territory and Sustainable Planification](#)

Doctoral Programme in [Psychology](#):

[Recommendation Letter for Doctoral Programme in Psychology](#). It must be downloaded and sent to the person who endorses the direction or tutoring of the thesis, following the instructions.

Doctoral Programme in [Advanced Biology, model of recommendation letter](#):

This procedure is the same as in the previous step. Once the documents have been provided, they will appear as “Documentos aportados”.

★ **Important:** In order for the merits stated in the forms to be taken into account in the assessment of the application, the corresponding files to everything specified in the CV must be attached, concerning courses, seminars, conferences, congresses, etc. (always attaching the accrediting documents by clicking on “gestionar documentacion”).

In the second gap to be filled in, there is a reference to the type of dedication that is going to be given to the PhD, existing two options from which to choose: full time or part time.

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

Tiempo Parcial  
Tiempo Completo

Agregar este Doctorado

Image 14 – Commitment (full time or part time)

Once all the gaps have been filled and the documents attached, click on “**Agregar este Doctorado**”

## 5. Recording and sending the application

Once the applicant has filled in all the required information, the next step will be to validate and save the application. You must fill in the fields “teléfono móvil” and “email” with the same data from the first window when the application started to be completed with the personal data.



**Validación y Grabación de la solicitud**

 Su solicitud no presenta errores y está lista para su grabación

Para proceder a su grabación, por favor confirme aquí su teléfono móvil y su correo electrónico y pulse Grabar Solicitud

Teléfono móvil

Correo Electrónico

Contraseña  8 a 12 caracteres con mayúsculas, minúsculas, números y símbolos (entre ".", "\_", "-" y ".")

Repita Contraseña  8 a 12 caracteres con mayúsculas, minúsculas, números y símbolos (entre ".", "\_", "-" y ".")

[▶ Grabar Solicitud](#)

*Image 15 - Validation and record of the application*

A password is also requested, which is set by the applicant. **Important:** It must have between 8 and 12 characters, some upper case, some lower case, numbers and symbols which can only be one (or more) of these three: hyphen (-), underscore (\_) or full stop (.).

The following message will appear and the application will be saved and sent to the University of Málaga. The applicant will receive a notification of the application sent by email and SMS to the mobile phone. In the email you will also find attached a document as a proof of the application (“el PDF de la solicitud”).



**Validación y Grabación de la solicitud**

 ¡Solicitud grabada con éxito!

 [Ver PDF de solicitud](#)  [Cerrar Sesión](#)

[▶ Modificar Solicitud](#) [▶ Anular Solicitud](#)

[Información Importante sobre su solicitud](#)

*Image 16 - Application validated and recorded*

At the end of the process, the applicant will be able to "ver el PDF de la solicitud"(view the PDF), "cerrar sesión"(log out), "modificar la solicitud" (modify the application) or "anular la solicitud" (cancel the application).

During the application period, the applicant may access his/her application by logging in again to the application submission page and entering both his/her password and the indicated data of the registration number that appears on the application receipt. Example:

Este es un ejemplo de documento PDF generado por el sistema para una solicitud de admisión. Como puede ver, el número de registro es 99/9900002150. Por tanto, el número que debería introducir en el sistema sería 9900002150. Debe introducir el número que figure en el PDF de su solicitud.

**SOLICITUD DE ADMISIÓN PARA INICIAR ESTUDIOS DE DOCTORADO EN LA UNIVERSIDAD DE**

CURSO ACADÉMICO 2021/2022 (PRIMERA FASE)

Número de registro: 99/9900002150      Fecha de presentación: \_\_\_\_\_

<u>DATOS PERSONALES DEL SOLICITANTE</u>		
D.N.I. o PASAPORTE Nº:	SEXO (Hombre/Mujer):	
PRIMER APELLIDO:	SEGUNDO APELLIDO:	
NOMBRE:	FECHA NACIMIENTO:	NACIONALIDAD:
DIRECCIÓN:		
CALLE:	NÚMERO:	
LOCALIDAD:	CÓDIGO POSTAL:	
TELÉFONO:	TELÉFONO MÓVIL:	
CORREO ELECTRÓNICO:		

VÍAS DE ACCESO

Image 17 - Example of the double authentication

This is the double authentication:

**Acceso a la Solicitud**

El sistema ha detectado que Ud. ya ha grabado una solicitud. Por favor, introduzca la contraseña de acceso con la que grabo su solicitud y pulse Continuar para acceder a la misma y, en su caso, modificarla o anularla:

Contraseña de Acceso:  

*De 8 a 12 caracteres conteniendo mayúsculas, minúsculas, números y símbolos entre "-", "\_", "y" "."*

Para completar su identificación en el sistema, por favor introduzca las posiciones que se indican del nº de registro de su solicitud

¿Dónde está mi nº de registro? (Ver ejemplo)

99 /

[▶ Continuar](#)   [▶ Volver](#)   [▶ He olvidado mi contraseña](#)

Image 18 - New Access to the application

**IMPORTANT!** Each time you change something in the application, a new receipt/proof will be generated with a new registration number. This new voucher will be sent to your e-mail, and the new application will be valid, while the previous one will be cancelled.

## 6. Provisional assessment of merits and allocation of results

On the dates established in the pre-enrolment calendar, the applicant will receive a notification to their e-mail address with the **PROVISIONAL ASSESSMENT OF MERITS** and they will be able to consult their application in the link: Acceso a la consulta de valoración de méritos.

At that time, a period will be opened to make allegations to the provisional assessments. To do so, the applicant must access the platform for the management of allegations, notifications and claims set up for this purpose. The platform will be accessed using the NIF or equivalent ID document number provided, the password provided when generating the application and the registration number of the last valid application.

Within the same period, the applicant must provide any documentation that may be required by the Programme's Academic Committee.

## 7. Allocation of places

At the end of the period for the presentation of allegations, the applicant will be notified via e-mail of the allocation of the places and he/she will be able to consult their status on the same Acceso común (common access) platform where they could consult the assessment of merits.

The **status** of the application can be:

- **Admitted.** Compulsory enrolment (in this case, the student must enrol online within the estimated deadline and through the self-enrolment link received by email).
- **Excluded** (it will include the reasons for the exclusion)
- **Waiting list** (and the position in which the student is on the waiting list)

Only in the case that not all admitted students enrol during the enrolment period, the waiting list will run, notifying the applicants who can be admitted so that they can enrol within the period given.

If an applicant on the waiting list is not contacted, this means that there is no place left on the waiting list and, if they wish to access PhD studies in the future, they will have to go through the pre-enrolment process again.

After the end of the submission of applications, applicants will receive by email the steps to follow and the links to be accessed for any consultation according to the dates published in the calendar of pre-enrolment to Doctoral Studies at the University of Málaga.