

ENROLMENT GUIDE FOR STUDENTS

ACADEMIC TUTELAGE IN DOCTORAL STUDIES

(DOCTORAL PROGRAMMES RD 99/2011)

ACADEMIC YEAR 2022/2023

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1. How can I enrol?

Doctoral students must access the enrolment webpage through the link indicated below, identify themselves by any of the means indicated below, and follow the instructions provided. Once the procedure has been completed, students will be sent the corresponding electronic registration document.

Identification:

- a) **First year doctoral students beginning their degree in the academic year 2022/2023:**

By means of the "Pin 48H" system.

b) Doctoral students already enrolled in a Doctoral Program in previous years:

By means of the "DUMA Code" system with an agreed password.

Important: Enrolment will only be formalised after the payment of the respective public prices, the fulfilment of the requirements (see section 3 of this guide) and, where applicable, the provision of the required documentation (see sections 4 and 5 of this guide).

[LINK TO SELF-ENROLMENT](#)

2. When can I enrol?

First year doctoral students beginning their degree in the academic year 2022/2023 admitted in the first phase of pre-enrolment:

-From 28th October to 7th November 2022, both inclusive.

Admitted applicants who do not formalise their enrolment within the established deadline will be considered to have waived their right to enrol and will lose their place on the doctoral programme. Once the enrolment period has ended, applicants on the waiting list will be notified of their admission, according to the points obtained in the pre-enrolment process and a specific period of three days will be set for their enrolment.

First year doctoral students who have obtained, in a competitive call, an FPI, FPU or equivalent grant or contract outside the pre-enrolment and enrolment periods and need to prove that they are enrolled in a doctoral programme in the 2022-2023 academic year.

They will have an extraordinary period of three days to enrol once they have accredited that the grant has been awarded and that they have the degree and other requirements for access to doctoral studies.

Doctoral students previously enrolled in a doctoral programme:

-From 3rd October to 3rd November 2022, both inclusive.

Important: Regardless of the date on which they first enrolled in the doctoral programme, all doctoral students must renew their enrolment

within the period established at the beginning of each academic year until the defence of their doctoral thesis.

Enrolment applications submitted after the regulatory deadline will be decided by the Director of the Doctoral School of the University of Malaga.

3. What requirements do I have to meet?

First year doctoral students who have been admitted in the corresponding pre-enrolment procedure must prove that they meet the requirements for admission to the doctoral programme. Their enrolment is subject to the corresponding verification by the Secretary's Office of the Centre to which the corresponding doctoral programme is attached.

Doctoral students previously enrolled in a doctoral programme must meet the following requirements, and their enrolment will be conditional upon verification of these requirements by the Secretary's Office of the Centre to which the corresponding Doctoral Programme is attached:

- A) Not having withdrawn definitively from the respective doctoral programme.
- B) To be within the maximum established period for submitting the application for handing in one's doctoral thesis or have already submitted such application within the aforementioned period.
- C) To have enrolled every academic year during their doctoral studies (since the academic year in which they started until the current academic year).
- D) Not having obtained two consecutive negative evaluations of their research plan and activity document by the Academic Committee of the Doctoral Programme in the calls immediately prior to 1 September 2022, or not having taken part in the corresponding calls.

4. What documentation do I need to provide?

First year doctoral students must present the following documentation:

- A) Photocopy (and original for comparison) of one of the following documents proving the student's identity, depending on the student's nationality:
 - National Identity Card or Passport (for students of Spanish

nationality)

- National Identity Card or Passport, and Certificate of registration in the Register of European Union Citizens (for non-Spanish nationals of Member States of the European Union)
- Passport and Foreigner's Identity Card (the latter only if the student has one) (for students from non-EU Member States)

B) Originals, for collation, of the documents provided electronically in the admission process, accrediting compliance with the respective access requirement.

For those who have claimed possession of a, official Degree from a foreign university:

They must provide:

Corresponding official university degrees:

- Certifications of the academic records submitted in the admission process.
- If applicable, certification that the studies completed in the country issuing the degree qualify for access to doctoral studies in that country.

If these documents are issued in a language other than Spanish, they must be accompanied by the corresponding official translation, which may be done by a sworn interpreter duly authorised or registered in Spain, by any diplomatic or consular representation of the Spanish State abroad, or by the diplomatic or consular representation in Spain of the country from which the document originates. In the event that said degree does not correspond to a member country of the European Union, or a signatory of the Agreement on the European Economic Area or Switzerland, the aforementioned documents (degree and academic record) must be duly legalised through diplomatic channels or, where applicable, in accordance with Convenio de la Haya.

C) The following documentation, in those cases in which it is claimed to belong, at any date between 1 October and 30 November 2022, to any of the following groups:

[Victims of terrorist acts, or their children:](#)

- Persons who have suffered physical and/or psychological harm as a result of terrorist activity and who, for the purposes of Law 29/2011, are considered to be victims of terrorism, as well as their children who have suffered physical and/or psychological harm as a result of terrorist activity, shall be exempt from paying the public fees for academic guardianship and administrative services. The accreditation shall be carried out by means of a certificate issued for this purpose by the Ministry of the Interior, or by means of recognition by the General State Administration of extraordinary pension due to an act of terrorism, or due to a final judicial sentence.
- Victims of gender violence (Ley Orgánica 1/2004, de 28 de diciembre, de Medidas de Protección Integral contra la Violencia de Género y Ley 13/2007, de 26 de noviembre, de Medidas de Prevención y Protección Integral contra la Violencia de Género), and their children who are economically dependent on them:
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 - They shall be exempt from paying public fees for academic supervision/tutelage and administrative services. Accreditation must be carried out by the following means:
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 - a) Certification or report from the social and/or health services of the competent Public Administration.
 - b) Certification or report from the victim care services of the competent Public Administration.
 - c) Certification or report from the shelter services of the competent Public Administration.
 - d) Report from the Labour and Social Security Inspection, in cases of sexual harassment and harassment for reasons of sex in the workplace.
 - e) Judicial decisions due to gender violence: document accrediting the protection order, precautionary measures or conviction for gender violence.
 - f) Prosecutor's Office showing that there is evidence of gender-based violence.
 - g) Report from the police authority accrediting the existence of reasonable indications of the victim's status as a victim.
 - h) Any other that is established by a legal regulation.
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 - Disabled persons with a degree of disability equal to or greater than 33%:
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They will be exempt from paying public fees for academic supervision and administrative services. Accreditation must be provided by means of the following documentation, depending on the case, or by providing the Disability File Number as authorisation for the University of Malaga to carry out the corresponding procedures with the competent Public Administration for the purpose of verifying the possession of the aforementioned condition:

- Resolution or certificate issued by the Instituto de Mayores y Servicios Sociales (IMSERSO) or competent body of the corresponding Autonomous Community.
- Resolution of the National Institute of Social Security (INSS) recognising the status of pensioner for total permanent disability, absolute permanent disability or severe disability.
- Resolution of the Ministry of Economy and Finance or the Ministry of Defence recognising a retirement pension or retirement due to permanent incapacity for service or uselessness.

□ Members of Large Family in Special Category (5 members or above and just 1 parent):

They will be exempt from paying public fees for academic supervision and administrative services. Accreditation must be provided by means of a copy of the corresponding "large family certificate" issued by the competent Spanish Public Administration (in the case of Large Family Certificates issued by the Autonomous Community of Andalusia, the interested parties, instead of providing the documentation, may provide the University of Malaga with the numbers of their respective Large Family Certificates, as authorisation for the University to verify the possession of this condition directly with the competent body of the said Community).

Members of Large Families of General Category:

They will be exempt from paying 50% of the public fees for academic supervision and administrative services. Accreditation must be provided by means of a copy of the corresponding "large family certificate" issued by the competent Spanish Public Administration (in the case of Large Family Certificates issued by the Autonomous

Community of Andalusia, the interested parties, instead of providing the documentation, may provide the University of Malaga with the numbers of their respective Large Family Certificates, as authorisation for the University to verify the possession of this condition directly with the competent body of the said Community).

- Staff of the University of Malaga who receive their salaries from Chapter I of the Budget of the University of Malaga and are full-time or part-time, but without any other paid activity, or are retired, as well as their spouses, common-law partners and children under 28 years of age (including widows and orphans):
- Those who can prove that they are spouses, unmarried partners and children under 28 years of age of UMA staff will be exempt from paying the public prices for academic tutelage.
- In the case of spouses, unmarried partners and children under 28 years of age, the name and surname and ID number of the aforementioned member of staff of the University must be indicated, as well as proof of the corresponding family relationship, presenting both documents at the Secretary's Office of the respective Centre.
- If the documentation is not provided within the respective deadline, a new settlement of public prices will be made without the application of the respective exemption or discount, in the form of a single payment.

Doctoral students previously enrolled in the Doctoral Programme

Only the documentation mentioned in section C) above should be submitted, if applicable.

If the documents referred to in this section are not submitted, if obliged to do so, it will be understood that the enrolment formalised is withdrawn and, consequently, the corresponding procedure will be terminated and the administrative file will be archived.

5. How and when should I provide the documentation?

The documentation indicated in section 4 must be submitted in person at the Secretary's Office of the Centre responsible for the respective Doctoral Programme, within one month from the date of registration. The presentation of the documentation will be made, **preferably by appointment**, at the secretary's

office of the respective centre. For further information, please contact the secretary's office of the centre where you are going to enrol.

6. How much do I have to pay for my tuition?

New doctoral students for the academic year 2022/2023:

✓ **For academic services:**

- 60,30 euros, for academic tutelage.

✓ **For administrative services:**

- 59,10 euros, for the opening of the academic record.
- 5,70 euros, for the maintenance of data and the issuing of student cards

Doctoral students **already enrolled in the respective Doctoral Programme:**

✓ **For academic services:**

- 60,30 euros, for academic tutelage.

✓ **For administrative services:**

- 5,70 euros, for the maintenance of data and the issuing of student cards.

To the aforementioned amount will be added the fee corresponding to the School Insurance managed by the Ministry of Inclusion, Social Security and Migration (Spanish students, or foreigners legally residing in Spain, under 28 years of age).

Doctoral students who are not covered by the School Insurance (over 28 years of age, or foreign students who are not legally resident in Spain) will be charged the corresponding fee for the collective accident insurance policy taken out by the University of Malaga for this group.

7. How and when do I pay my enrolment fee?

Payment of the corresponding public fees for enrolment must be made within fifteen working days from the date on which the enrolment is formalised.

Method of payment:

✓ Directly at any of the Banco Santander branches and at the 4B ATM network, by means of a copy of the enrolment formalisation document provided by the University of Malaga.

✓ Through the online payment system that connects you to the secure payment platform of Banco Santander to make the payment by Visa, MasterCard or Maestro card. This payment method can be accessed once the enrolment process is finished from the 'self-enrolment' application clicking on 'To Pay' ('Realizar pago'). Should students from abroad encounter any difficulties, please contact the technical staff at:

sopORTEportalestudiante@uma.es

8. What happens if I do not pay the enrolment fee?

If payment of the corresponding public fees is not made within the respective deadline, it will be understood that the enrolment formalised is withdrawn and, consequently, the corresponding procedure will be terminated and the administrative file will be archived.

9. Can I retrieve the archived registration?

If the registration has been archived solely as a result of non-payment of public fees, it may be recovered by payment of these fees. For this purpose, the University of Malaga may increase the corresponding amount with the corresponding late payment interest and surcharge, if applicable.

The aforementioned recovery shall be made within two working days from the date on which the payment is made, and the fees inherent to the registration made shall be applicable from that date onwards.

If the registration has been archived solely as a result of not having provided the documentation referred to in section 4 of this guide, it can be recovered by presenting said documentation to the secretary's office of the corresponding Faculty, and its consequences will take effect from the same moment.

10. How can I get my student card?

Electronic ID card on Smartphone devices: Once you have formalised your

enrolment (and therefore already have your identification code in the University of Malaga iDUMA directory and it has your identification data) the student must access this directory, at the following e-mail address:

[\(https://duma.uma.es/duma/directorio/misdatos/\)](https://duma.uma.es/duma/directorio/misdatos/) and incorporate the electronic file of the chosen photograph, following the instructions that will be indicated in the corresponding process. Once the photograph has been submitted, the UMA APP can be downloaded onto the device by following the instructions provided at <https://duma.uma.es/duma/apps/>. Once this process has been completed, the ID card is available immediately, with other functions such as receiving notifications, access to the file, etc. ([Guide to obtaining the university ID card via the App](#)).

11. I have been admitted to a Doctoral Programme on the condition that I take some complementary courses during the first year. How can I enrol in these complementary courses?

These complements can be carried out either by taking activities organised by the Doctoral Programme itself or by taking subjects from related Master's Degrees. In the first case, doctoral students should contact the Academic Committee of the Doctoral Programme to find out how and when to enrol in these activities. In the second case, students should contact the secretary's office of the centre responsible for the Doctoral Programme in which they are enrolled.

