

GUIDE FOR DOCTORAL STUDENT REGISTRATION

2nd phase of the 2024/2025 academic year

2024/2025 ACADEMIC YEAR



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TABLE OF CONTENTS

1. How can I register?	3
2. When can I register?	4
3. What requirements do I have to meet?	5
4. What documentation do I need to provide?.....	6
5. Where, how and when should I provide the documentation?	11
6. How much do I have to pay for my tuition?.....	12
7. How and when do I pay my registration fee?.....	13
8. What happens if I do not pay the registration fee?	13
9. Can I retrieve the archived registration?.....	13
10. How can I get my student card?	14
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 register myself in these complementary courses?	15

1. How can I register?

Doctoral students must access the registration 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:

First year doctoral students that have been admitted in the 2nd phase of the 2024/2025 academic year: by means of the "Pin UMA" system.

IMPORTANT: Registration 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-REGISTRATION](#)

2. When can I register?

First year doctoral students that have been admitted in the 2nd phase of the pre-enrolment of the 2024/2025 academic year:

- From March 26th to April 7th of 2025, both inclusive.

Admitted applicants who do not formalise their registration within the established deadline will be considered to have waived their right to register and will lose their place on the doctoral programme. Once the registration period has ended, applicants on the **waiting list** will be notified of their admission, according to the points obtained in the pre-registration 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 in the call for applications by the Ministry of Science, Innovation and Universities for predoctoral contracts for doctoral training: Formación de Personal Investigador (FPI); in the call for applications by the Ministry of Science, Innovation and Universities for predoctoral contracts for the training of university teaching staff: Formación de Profesorado Universitario (FPU); or in the funding calls issued by the General Secretariat of Universities, Research and Technology of the Andalusian Regional Government, aimed at financing the predoctoral hiring of research staff in training (Becas de la Junta de Andalucía) or in any other funding that, in execution of the agreements signed by the University of Málaga, require or allow registration outside the pre-enrolment and registration deadlines and need to prove registration in a doctoral programme for the 2024/2025 academic year.

They will have an exceptional deadline for registration, which will be communicated to them once they provide proof of the scholarship or funding award and meet the required qualifications and other criteria for admission to doctoral studies.

IMPORTANT: Regardless of the date on which they first registered for the doctoral programme, **all doctoral students must renew their registration** within the period established **at the beginning of each academic year** which runs from October 1st to September 30th, and must remain registered until the date of their doctoral thesis defence (the annual registration renewal period usually coincides with the month of October)

Applicants for registration submitted outside the official deadline, which must be submitted through the online site of the University of Málaga (Sede Electrónica), will be processed by the Directorate of the Doctoral School of the University of Málaga.

3. What requirements do I have to meet?

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

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, such as official degrees or diplomas and academic certificates.

For those who have claimed possession of an official Degree from a foreign university must provide:

- ✓ Títulos universitarios oficiales correspondientes.
- ✓ 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 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.

Exceptionally, the documents may be verified at the Spanish embassy or diplomatic or consular representation abroad. In such cases, the original verified documents must be sent to the Secretariat of the centre responsible for the doctoral programme.

In the case where any of the documents bear a verifiable digital or electronic signature, or if any of the degrees or certificates have been issued by the University of Málaga, students will not be required to submit the originals. However, it is always advisable to **contact** the appropriate **Secretariat** in case they need to see the original of any other **necessary** documentation, such as a valid identity document or proof of membership in any group entitled to an exemption from registration fees.

The documentation listed below, in cases where it is claimed that the individual belongs, at the time of completing the registration within the deadline, to any of the following groups:

➤ **Victims de terrorists acts, or their children:**

Those 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 public fees for academic supervision/tutelage 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:

They shall be exempt from paying public fees for academic supervision/tutelage and administrative services. Accreditation must be carried out by the following means:

- 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.

- Disabled persons with a degree of disability equal to or greater than 33%:

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 Málaga 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 by 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.
- [Minimum living income and minimum income for social integration in Andalusia:](#)

They shall be exempt from paying public fees for academic supervision/tutelage, for studies leading to the award of official qualifications, those who are beneficiaries of the minimum vital income, in accordance with the provisions set out in the seventh additional provision of Law 19/2021, of 20th December, which establishes the minimum vital income. In addition to the aforementioned exemption, individuals who are beneficiaries of the minimum social insertion income in Andalusia will also be exempt. Those who apply for either of the two exemptions provided in this section must prove their eligibility when formalising their registration for the relevant academic year.

- [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 Málaga who receive their salaries from Chapter I of the Budget of the University of Málaga 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):

They shall be exempt from paying the public prices for academic tutelage those who can prove they are spouses, registered partners, or children under 28 years of age of the staff at the University of Málaga.

In the case of spouses, registered partnes, and children under 28 years of age **within the registration period**, the name, surname, and ID number of the mentioned staff member of the University must be provided, along with the proof of the corresponding family relationship at the [Secretary's Office](#) of the respective Centre.

➤ Recipients of scholarships or contracts obtained through competitive calls, under the aid programmes announced by the Ministry of Science, Innovation and Universities for predoctoral contracts for the training of doctors: Research Staff

Training (FPI); under the aid programmes announced by the Ministry of Science, Innovation and Universities for predoctoral contracts for the training of University Teaching Staff; University Teaching Staff Training (FPU); or under the aid programmes announced by the General Secretariat of Universities, Research and Technology of the Regional Government of Andalusia, aimed at funding the predoctoral hiring of research staff in training (Andalusian Government Scholarships); or other scholarships or grants for which, by virtue of an agreement signed by the University of Málaga, the obligation to pay fees for doctoral studies is waived.

They will be exempt from paying the public prices for academic tutelage. The accreditation must be provided through supporting documentation in accordance with the terms of the call and the granting of the scholarship or the signing of the contract **within the registration period** for doctoral studies.

If the documentation is not submitted within the respective deadline, a new calculation of public fees will be made without applying the corresponding exemption or discount, in the form of a single payment.

5. Where, how and when should I provide the documentation?

The documentation indicated in section 4 must be submitted within **three months** from the completion of the registration **in person** at the **Secretary's Office of the Centre** responsible for the respective Doctoral Programme, otherwise, it can be done by having the documents **verified** at the Spanish embassy or diplomatic or consular representation abroad. In this case, **the original verified documents must be sent to the Secretary's Office** of the responsible centre.

The originals of the degrees and/or Master's certificates obtained at the University of Málaga, as well as documentation with a verifiable digital or electronic signature, will not be required to be submitted in person; but they still should contact the responsible Secretary's Office in case an original and a copy of the valid identity document or other relevant documentation are needed.

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

New doctoral students for the 2024/2025 academic year:

- ✓ For academic services:
 - ✓ 60,30 euros, for academic tutelage.
- ✓ For administrative:
 - ✓ 59,10 euros, for the opening of the academic record.
 - ✓ 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 registration fee?

Payment of the corresponding public fees for enrolment must be made within fifteen working days from the date on which the registration 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 registration formalisation document provided by the University of Málaga
- 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 registration process is finished from the "self-registration" 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 registration 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 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/>) 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](#)).

Note: Currently, the University of Málaga does not issue the Doctoral Student card in physical format.

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 register myself 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 registration.