



Guide for future doctoral students



University of Almeria
Academic year 2021/2022

Design and Coordination:
Student Administrative Management Service
Access – Enrolment - Scholarships
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It is a great pleasure to address you through this *Guide for future doctoral students* developed by the Student Administrative Management Service at the University of Almeria (UAL). Here, we present the administrative procedures for admission and enrolment in the University's Doctoral programme in a simple way.

The doctorate (PhD) is the highest level of university education and will give you an intellectual maturity that few educational processes can provide. This is achieved by carrying out continuous, well-defined work focused on a novel problem, all within a professional scientific research team. It will require specific training in a particular discipline, a good approach strategy, well-designed results analysis, improving your capacity to synthesise various fields of action, and solid training to communicate the research results, both verbally and in written form. Likewise, you will improve your language level as a necessary and indispensable tool for navigating the professional scientific research field.

We encourage you to learn all about our PhD programmes and then to join our university to complete your university education.

Kind Regards,



Antonio Fernández Barbero

Professor of Physics

Supervisor of the International Doctorate School

Click here for more information at [The International Doctorate School \(EIDUAL\)](https://www.eidual.com)



UNIVERSIDAD
DE ALMERÍA



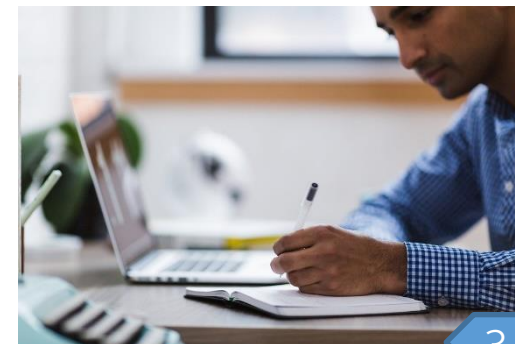
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Basic concepts before you start...

THE DOCTORATE, THE PROGRAMME AND THE ACADEMIC COMMISSION

The doctorate corresponds to the **Third Cycle** of official university studies and on completion one obtains the title of Doctor, which is valid worldwide.

The Doctorate (PhD) is the highest university academic qualification. With it, one can pursue scientific research both nationally and internationally, enabling one to develop a high-level professional career in the public and private sectors.



It is based on specific and tutored training in the scientific field of your choice. This involves conducting research into a cutting-edge subject as part of a professional research team. Successfully completing this stage results not only in the doctorate degree, but also in a relevant scientific production. This aspect is particularly important as it allows the future doctor to develop his or her research career by gaining access to high-quality, post-doctoral research positions.

The training is based on a **doctoral programme structure** in which the specialization fields (research lines) are unified.

Each doctoral programme has an **Academic Committee of Subject Experts**, which is responsible for defining, updating, and coordinating the programme, as well as monitoring the progress of the research and the individualized training of each doctoral student. It will also oversee authorizing the presentation and defense of the doctoral thesis after assessing its level of quality.

DURATION, EXTENSION AND TEMPORARY SUSPENSION

Generally, from the point of programme admission to the thesis presentation, the doctoral student will have a **maximum of 3 years - FULL TIME** - to carry out his/her studies.

However, if thesis deposition has not been requested by this deadline, an extension period may be authorized for an additional year (which in exceptional circumstances could be extended for a further year).

With prior authorization from the programme's Academic Committee, the student may carry out his/her doctoral studies **PART TIME**, in this case over **a maximum of 5 years**, with the possibility of obtaining an **extension** for two additional years (which in exceptional circumstances could be extended for a further year).

If necessary, the Academic Commission may also authorize **A TEMPORARY SUSPENSION** in the programme for a maximum period of one year, which may be extended for a further year. After this period, the student must resume training.

DIFFERENCES BETWEEN THE THESIS SUPERVISOR AND THE THESIS TUTOR

Although they are often the same person, each performs distinct and complementary tasks.

THE SUPERVISOR has overall responsibility for the doctoral research. It is up to him/her to design the subject matter, strategy, planning and temporal programming of the scientific research. He/she is responsible for bringing innovative design to the research, the objective being for the

scientific production to materialize in terms of relevant publications and patents that have productive utility.

THE TUTOR oversees the additional training of the doctoral student, as reflected in the training activities managed by the International Doctorate School (see "*Activity Register*").



DOCUMENTARY COMMITMENT FOR THE SUPERVISION OF THE DOCTORAL STUDENT

The University of Almeria establishes the supervisory functions of the doctoral students through a document (the documentary commitment) signed by the doctoral student, his/her supervisor, tutor, and the doctoral programme coordinator. It also includes **the rights and duties** of the

signatories during the doctoral studies, as well as a procedure for resolving conflicts and aspects of intellectual or industrial property rights that may arise during the scientific research.

The documentary commitment must be made along with the application at the time of pre-registration, signed by the doctoral candidate and the proposed supervisor.

THE DOCTORAL THESIS

Doctoral studies will always conclude with the elaboration and defence of a doctoral thesis. This consists of **original research** work prepared by the PhD student in his/her field of knowledge under the supervision of his/her supervisor. This work is the basis for obtaining a Doctorate degree. As well as the main training, one must add the additional training undertaken through training activities. The final objective is to train the doctoral student to work autonomously in the R+D+i field once he/she has obtained the degree.

RESEARCH PLAN

The research plan is **the research work** that the student intends to develop during his/her time as a doctoral student, as well as his/her development strategy. It will include a provisional title for the thesis, the research objectives, the methodology to be followed and the temporal planning.

The research plan will be presented in the pre-registration period, its content being one of the evaluable elements - at the discretion of the Academic Commission - for selecting candidates to undertake the Doctoral Programme. This may be modified over the course of the research.

IMPORTANT:

AN ESSENTIAL PREREQUISITE FOR BEING ASSESSED

Once a year, and throughout the entire doctoral study period, the PhD student must perform **one of the following** actions:

- ✓ **Confirm** that the research plan, as defined, remains in force
- ✓ **Communicate** that the research plan **has been modified** to improve it, redo it or to establish new strategies based on the evolution of the research.

Both confirmation and modification must be **approved** by the thesis supervisor.

ACTIVITY REGISTER

During their studies, doctoral students must carry out **training activities** that will be evaluated by the programme's Academic Committee. These activities, which are managed and sponsored by the International Doctorate School, are free to all students, and can be both specific (related to the program each one is taking) and general (common to doctoral students of any discipline: the use of bibliographic materials and tools, techniques for planning and writing scientific articles, foreign language skills, etc.).

In addition, they may also carry out other activities agreed with the tutor, such as attending congresses, seminars, and lectures, etc. All these activities must be incorporated into an individualised Register of Activities that each doctoral student must keep up to date.

RAPI

This is the University of Almeria's **computer application** through which the doctoral students will keep the Research Plan and the Register of Activities updated annually in their student record.

CONSULT YOUR PROGRAMME

You can access the University of Almeria's PhD programme catalogue for the 2021-2022 course by clicking on the following link:

<https://www.eidual.com/programas-de-doctorado/>



What is the process for accessing a Doctorate?

WHO CAN GAIN ACCESS TO A DOCTORATE?

IN GENERAL, access to an official Doctorate programme will require that you are:

- ✓ in possession of an official Spanish degree, or equivalent, and of a university master's degree, or equivalent, provided that you have at least 300 ECTS credits amassed over these two studies.

However, there are also **OTHER ACCESS ROUTES**:

- ✓ To be in possession of an official Spanish university degree, or one from another country that is part of the European Higher Education Area, which enables access to a master's degree, and that you have amassed a minimum of 300 ECTS credits over all the official university studies, of which at least 60 must be at the master's level.
- ✓ To be in possession of an official Spanish degree of at least 300 ECTS credits and to take training supplements (unless the curriculum studied included research training credits equivalent to the master's credits).
- ✓ To be a university graduate who, after obtaining a place in specialized health training, has completed at least two years of training in the program of the Health Sciences specialty receiving a positive evaluation.

- ✓ To be in possession of a degree obtained in foreign educational systems. This route does not require prior approval, but it does require prior verification by the university that the degree accredits a level of training equivalent to that of the official Spanish Master's degree and that it allows (in the country issuing the degree) for access to doctoral studies.

Admission by this route shall not imply the degree's homologation or its recognition for any purpose other than accessing the doctoral studies.

- ✓ To be in possession of another Spanish doctorate degree.
- ✓ To be a graduate, architect or engineer who possesses the Diploma of Advanced Studies obtained in accordance with the provisions of Royal Decree (RD) 778/1998 or to have achieved research competence as regulated by R.D. 185/1985.
- ✓ To be in possession of an official university degree corresponding to level 3 of the Spanish Framework of Qualifications for Higher Education, in accordance with the procedure established in Royal Decree 967/2014, of 21 November.

DO OTHER SPECIFIC REQUIREMENTS NEED TO BE MET?

In addition to the above, the doctoral program may include additional requirements and criteria that determine student selection and admission: aspects described in the research plan, published articles, research stays undertaken, scholarships obtained, language level, research activities carried out, etc.

IMPORTANT:

COMPLEMENTARY TRAINING

Depending on the applicant's prior training, admission to a programme may be conditional on the completion of some specific training supplements. These supplements will be considered doctoral level training for the purposes of public fees and the granting of study grants and scholarships. They must be studied **in the first year of the Doctorate**.

HOW DO I APPLY FOR A PLACE?

In order to initiate doctoral studies at the University of Almeria you must apply for a place or **pre-registration** prior to admission and registration.

There are two phases: Ordinary (request period in September) and Extraordinary (request period in January). The schedule and conditions of the pre-registration procedure can be found at:

<https://www.ual.es/estudios/gestionacademicas/acceso/doctorado/preinscripcion>

The application is made through the computer app that will be activate during the officially established period on the Distrito Único Andaluz website:

<https://www.juntadeandalucia.es/economiaconocimientoempresayuniversidad/squit/?q=doctorados>



WHAT DOCUMENTATION SHOULD I PROVIDE?

For the application to be assessed, students **are obliged to** attach the following documents in PDF format:

- ✓ **Identity** document (ID / Passport / NIE)
- ✓ **Degree and academic certification** of the study (studies) giving access to the doctoral studies
- ✓ **Curriculum vitae**
- ✓ **Documentary commitment to doctoral supervision.** In the event that the candidate for supervisor does not have researcher sexennials at the UAL, the applicant must attach, in the pre-registration application, the CV of the candidate for supervisor.
- ✓ **Research plan** signed by the student and the candidate for thesis supervisor.

IMPORTANT: DOCUMENTATION

If you are a **foreign student**, you must also provide the legalized academic documentation, which must be translated into Spanish:

- +Info: [Legalization of academic documentation](#)
- +Info: [Certified translation](#)

IMPORTANT:

CALCULATION OF THE AVERAGE RECORD GRADE

If you intend to access a doctoral program with **studies that were partially or totally undertaken within a foreign university system**, whether adapted to the EHEA or not, the average grade for your record will be considered that which is equivalent to the average grades of said studies issued by the General Secretariat of Universities (Ministry of Universities).

+Info: [Instructions for applying for grade equivalence \(a free and on-line process\)](#)

+Info: [Link to the procedure](#)

WHEN WILL I KNOW IF I HAVE BEEN ADMITTED?

The *Distrito Único Andaluz* will inform you, by e-mail or SMS on the date set out in the Resolution of Official Registration, of the state of your application and the assessment of the access requirements and admission criteria.

In addition, on the same date, the applications list with said assessment will be made public at the electronic access point:

<https://www.juntadeandalucia.es/economiaconocimientoempresayuniversidad/sguit/>.

Once the assessment of merits has been published, if you do not agree with the score given, or if your application has been excluded for lack of documentation, you will have a period in which to correct the documentation or make any submissions regarding the assessment made.

If they accept your application to your chosen doctorate...



ENROL!







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How do I enrol at the UAL?

INITIAL REGISTRATION

UAL doctoral students initially enrol telematically via our **TUTORED WEB**, which allows them to:

- ✓ Enrol **from anywhere**
- ✓ You will be guided **step by step**: You just need to read carefully
- ✓ You will be given all **the information** necessary
- ✓ Even after the enrolment deadline has passed, the web is **available all year round** so that you can always access the course registration information.



To complete the enrolment, you will only need:

- to obtain **THE VIRTUAL CAMPUS PASSWORDS** via the Registration website. You will only need the Pre-Registration DUA password and your ID or passport number.
- Choose **THE FORM OF PAYMENT**:
 - **Direct Debit**: You will need a European Union bank account IBAN. Please note that this form of payment is required if you want to split the cost over multiple receipts.
 - **Cash payment**: You will not need any special data. You can pay the amount at one time via any CAJAMAR bank cashpoint.

SECOND AND SUCCESSIVE ENROLMENTS

The UAL regulations state that doctoral students must be enrolled **continuously** throughout the academic courses that comprise their studies, except when a temporary suspension has been authorised.

In order to facilitate this procedure, throughout the month of October the University carries out the enrolment of doctoral students **EX OFFICIO**, those meeting the requirements for **the continuation of studies**, sending them a copy of their enrolment by e-mail.

WHAT IS THE COST OF MY TUITION?

Each year, the *Junta de Andalucía* (Andalusian Regional Government) sets the cost of tuition for public universities in the Autonomous Community. As a guide, we show those corresponding to **the 2021/2022 course**:

TUITION (BASIC)

Academic tutelage60.30€

Admission59.10€

University card5.70€

Student insurance1.12€

126.22€

IMPORTANT:

- ✓ **Student insurance** is compulsory for those under 28 years of age
- ✓ **The admission fee** is only paid when you initially enrol on the Doctorate.
- ✓ If you wish, you can include the [University sports card](#)

IMPORTANT:

COMPLEMENTARY TRAINING

If the admission requires specific training supplements, the doctoral students must take them during **the first year**.

They will be included by the university, ex officio, when the student initially enrolls, at a cost of **13.68€ for each credit**.

AM I ENTITLED TO ANY DISCOUNTS?

If you are entitled to discounts, the amounts you will pay **at enrolment** (taking the initial basic enrolment as the reference) will be:

TYPE OF EXEMPTION/DISCOUNT
Large Family (General): You will pay the student insurance and 50% of all the other items
Large Family (Special): You will only pay the student insurance, where appropriate
Disability equal to or greater than 33%: You will only pay the student insurance, where appropriate
Victim of acts of terrorism: You will only pay the student insurance, where appropriate
Victim of gender-based violence: You will only pay the student insurance, where appropriate
Grant holders: As indicated in the corresponding call



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Information for international students

VISAS

Non-EU citizens (nationals of countries outside the European Union or the European Economic Area, or who are not Swiss nationals) will need a study visa to study at the UAL; this must be processed **by** the Spanish Consulate in your country of origin **before** travelling to Almeria. This will require a certificate or letter of acceptance from the University.



In addition, if your stay is going to be **longer than six months**, once in Spain you will need to apply for the **Tarjeta de Identidad de Extranjero (TIE - Foreign Resident Identity Card)**. You will have a 30-day period from entry into Spain to apply; this must be handled in person at the Oficina de Extranjería (The Immigration Office).

NIES

If the student is a citizen of the European Union, Norway, Liechtenstein, or Iceland, he/she must be registered at the **Registro de Extranjeros (the Foreign Residents Registry)** at the city's Police Headquarters. Thereafter, you will be assigned a **Foreign Resident's Identity Number (NIE)** that will certify your residence in Spain.

More information:

<http://www.studyinspain.info/es/reportajes/informacionPractica/Cundo-necesitas-un-visado/>

OPENING A BANK ACCOUNT

While you are living in Spain, it can be very useful to have a bank account, both to safely control your income and expenses (renting a flat, applying for a scholarship, receiving money from your home country...) and to be able to draw money from an ATM. To open a bank account at a Spanish bank, you must submit:

- ✓ A valid Passport
- ✓ A photograph
- ✓ A TIN (Número de Identificación Fiscal del país de origen - Country of Origin Tax Identification Number)
- ✓ A NIE or TIE (Foreign Resident Identification Number)

HEALTH INSURANCE

Students from the EU, Norway, Iceland or Switzerland:

- If you have obtained the European Health Insurance Card (TSE - **Tarjeta Sanitaria Europea**) in your home country, all you need to do is go to the nearest medical centre and ask to temporarily register in the Spanish healthcare system.
- However, the TSE offers very limited cover, so we recommend that you take out **private medical insurance**.

Students from other countries:

- In this case, it will be compulsory to take out **private medical insurance**, which must include repatriation at death and civil liability.

More information about health insurance can be found via the following link:

<http://cms.ual.es/UAL/universidad/serviciosgenerales/uinternacional/pagina/SEGUROMOVILIDADESTUDIANTE>





Which scholarships and grants can I apply for?



International scholarships

MAEC-AECI Scholarships

Ministry of Foreign Affairs and Cooperation: Spanish Agency for International Cooperation. Scholarships for Spanish and foreign citizens to study in Spain (and abroad)

[Link](#)

Oficina ALBAN

European Union scholarships. Aimed at Latin American students who wish to study in Europe

[Link](#)

The European Union

European Union scholarships and grants for national researchers: both for EU nationals and nationals from other countries, whether resident or not

[Link](#)

The Carolina Foundation

Scholarships for Ibero-American graduates to expand their studies in Spanish universities

[Link](#)

AUIP Scholarships

Scholarships from the Ibero-American Graduate Association. Scholarships for Ibero-American graduates to expand their studies in Spanish universities.

[Link](#)



National scholarships

FPU Scholarships

Grants for training university professors

Predoctoral contracts to undertake doctoral theses in Spanish Universities,
financed by the Ministry of Education and Vocational Training



[Video explaining the FPU grants and the requirements to apply for them](#)

(Old) FPI Scholarships

Grants for training research personnel

Predoctoral contracts for the training of doctors, financed by the Ministry of
Innovation and Science



[Grants for the training of doctors \(former FPI\)](#)

More information is available in the Research Management Service Calls section: [Calls for Human Resources](#)



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Key Doctoral Processes

WHAT MUST YOU DO EVERY YEAR?

THE DOCTORAL THESIS

Confirm the RESEARCH PLAN

Modify the RESEARCH PLAN

REGISTER OF ACTIVITIES

Keep it up to date annually

ASSESSMENT

This is performed by the Academic Commission taking into account the training activities carried out, the progress of the research and the reports of the tutor and the thesis supervisor

Positive assessment

Negative assessment

provisional enrolment

max.
6 months

2nd assessment

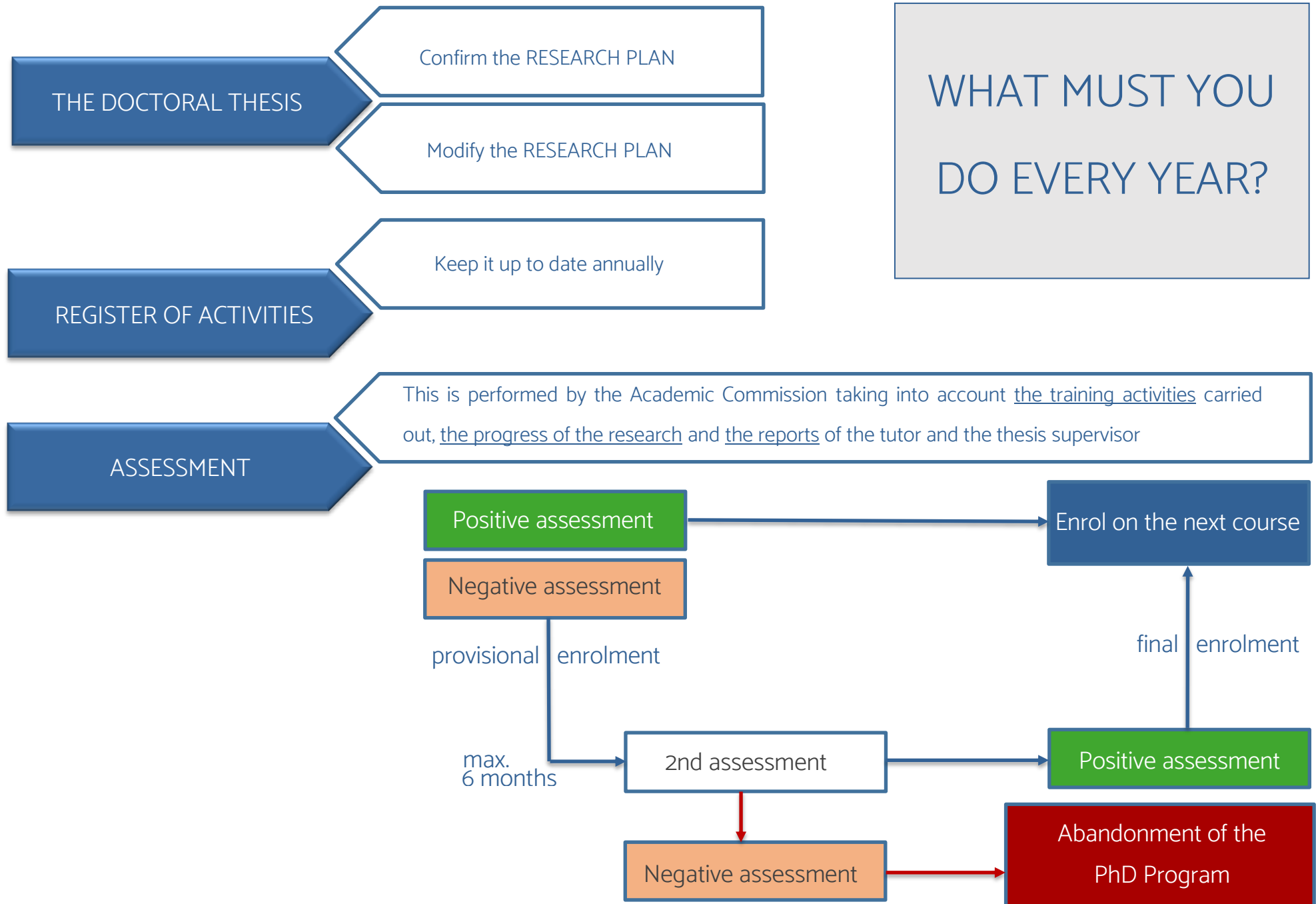
Negative assessment

Enrol on the next course

final enrolment

Positive assessment

Abandonment of the
PhD Program







What if I need + information?

If you have any questions, there are several ways to get help - do not hesitate to use them!!



User Service Centre
CAU



Information and Registration Service
950.21.40.00



Comprehensive Student Care Area
(ARATIES)
Ground Floor (Edificio Central -UAL)



[EIDUAL](#) and [ARATIES](#)

The **International Doctorate School of the University of Almeria** (EIDUAL) is the academic centre responsible for organizing the teaching and academic processes that lead to you obtaining the doctorate degree. Conversely, the administrative and management processes related to the Doctorate are carried out in the **Comprehensive Student Care Area** (ARATIES).

UAL has a [Single Secretariat](#) (ARATIES) where you can ask for **help**. The staff will explain the processes, inform you of the options available and answer your questions, letting you know everything you need to do.

It is worth keeping in touch with the ARATIES staff to keep yourself informed and to process your requests so as to avoid any surprises.

AND DON'T FORGET...

1) CONSULT our offer of Doctoral Programmes:

<https://www.eidual.com/programas-de-doctorado/>

2) FOLLOW US on Social Networks:



www.twitter.com/ualmeria



www.facebook.com/universidaddealmeria



www.instagram.com/unialmeria/

3) DOWNLOAD the new App from the University of Almeria

All the UAL in the palm of your hand





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Why choose UAL?



A comprehensive training programme

A varied range of COMPLEMENTARY TRAINING, eminently practical and optimized in duration, compatible with the doctoral training research tasks.



A Single Campus

All of our centres and infrastructure in the same place and in an exceptional environment



International mobility scholarships

SCHOLARSHIPS for stays of 3 months (international doctorate mention) and 6 months (international cotutelles). At no cost to the student.



Language training

EIDUAL guarantees **free language training** to all its doctoral students. It grants assistance to cover full training for English levels **B2, C1** and **C2**. This training, which is undertaken by the Centro de Linguas, is designed for you to obtain external accreditation (*Cambridge University, Alliance Française ...*). In addition, since the 2017-2018 course, this free training has been extended to **German, French, Italian** and **Portuguese**.



https://www.youtube.com/watch?v=fOTf1Cl_oUE

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Please note: This ***Guide for Future Doctoral Students*** (2021/2022 Course) is for information only, not for legal purposes, and cannot be used as a basis for any claim or appeal.