INSTRUCTIONS FOR PRE-ENROLMENT IN PHD PROGRAMS IN UCLM

REQUIREMENTS

The legal requirements for access to doctoral studies in UCM can be in the following link: pre-enrolement and enrolement in the section "Access for new doctoral students".

STEPS

The steps for a successful admission application are the following:

1. First, you should check the list of Ph.D. Programs available in UCLM and the features of those you are interested in. This information is available in the following link: Study Programme.

2. Contact the Academic Coordinator of the program, or with the academics shown in the webpage of the Ph.D. Program in which you are interested to access, for any questions or doubts related to the thesis you wish to carry out or the possible future supervisors for your doctoral studies. You must make the proposal for the proposed thesis supervisor filling out the following model: Cover Letter to apply to access to doctoral studies in the UCLM

3. Check that the pre-enrolment period is open, you can see the calendar detailed in the following link: Admission and enrolment calendar 2024-25

4. Prepare the required documents before login into the pre-enrolment online application. These documents are detailed in the admission webpage.

5. The pre-enrolment form to Ph.D. programs of the UCLM can only be fulfilled online.

Some topics to be considered before accessing to the on-line platform:

- **Register as a user:**

  If you are a student or graduate of the UCLM, you are already registered and you have been assigned a username and password, which you must use to access the pre-enrolment process. If you do not remember it, you can recover it by accessing My Accounts.

  If you have studied at another university, you will need to register with a guest account, then access the pre-enrolment application using the "Create account" button with the following login details:
    - Account: Identifier of the e-mail address used in the registration (email@dominio.com).
    - Password: Code notified in the account, each time you log in.

- **Digitization of documents**

  Each document should be scanned separately and saved in PDF format (no other format is admissible). Each file should be of a maximum size of 3 MB.

- **Required documents:**

For all applicants:

- ID card or Passport (Upload it to the document manager as document type 01).
- Curriculum Vitae according to with the following model: [Curriculum model for the access to doctoral studies.](#)
- Applicants can also use the standard model for researchers provided by the Spanish Foundation for Science and Technology (FECYT): https://cvn.fecyt.es/. (document type 02).
- Cover letter according to this model: [Cover Letter to apply to access to doctoral studies in the UCLM](#). (document type 03).
- Supporting documents to the specific requirements established by the corresponding doctoral program. Please, check the information in the website of the doctoral program to which you are applying to, accessible in [Study Programme](#) section (Upload it to the document manager as document type 09.).
- Supporting document of disability qualification, if applicable, certifying a degree of disability equal to or greater than 33 percent, issued by the competent authority (Upload to the document manager as document type 11. Document certifying disability qualification).
- In case of the thesis is carried out under international co-tutelle, according to the subsequent agreement signed between the UCLM and a foreign university, the corresponding checkbox must be marked and the type of document 12 must be uploaded to the document manager. Application to co-tutelage with a foreign university: [Application of join supervision of doctoral thesis between foreign university and university of Castilla-La Mancha.](#)

When obtained titles/diplomas are accredited in other Spanish universities than the University of Castilla-La Mancha you will also submit the following documents:

- Undergraduate degree/diploma. (Upload to the document manager as document type 04.).
- Postgraduate degree/diploma (Masters, DEA, Research Proficiency, Doctor). (Upload to the document manager as document type 05.)
- Academic grades report or certification of the undergraduate and postgraduate studies that give you access to the doctorate. (Upload to the document manager as type of document 06).

The graduates of universities in foreign countries that have not make equivalent the title in Spain, must submit, in addition to the above documents, the following:

- **Graduates from universities in countries belonging to the European Higher Education Area (EHEA):**

  o European Supplement to the degree/diploma (ESD) or
  o Official Academic Certification (CAO) of the Higher Education studies completed at Master's level or equivalent, accrediting a level 7 of the European Qualifications Framework and stating the official duration in academic years of

the study plan followed, the subjects taken, the time load of each of them and the grade obtained, as well as the final average grade (upload to the document manager as document type 06.) and, in the same document or in a separate document, the Certificate that EXPRESSLY accredits that the qualifications obtained allow access to Ph.D. studies in the issuing country (issued by the University of origin or the Ministry of Education of your country) (Upload to the document manager as document type 07.).

- **Graduates from universities in countries outside the European Higher Education Area (EHEA):**

  o Certificate that EXPRESSLY certifies that the qualifications obtained authorize in the issuing country to pursue Doctoral studies (signed by the University of origin authority or the Ministry of Education of your country). (Upload to the document manager as document type 07.).

In the event that the grading system of the Official Academic Certificate does not correspond to the Spanish one, it must be accompanied by the equivalence of average grades that can be obtained from this link: equivalence of average grades.

Titles and certifications must be legalized through diplomatic channels or, where appropriate, following the Apostille of the Hague Convention, except in the case of documents issued by the authorities of the member states of the European Union or signatories of the agreement on the European Economic Area. Documents issued in languages other than Spanish or English must be submitted translated into Spanish (rules on legalization and translation of documents).

- **Filling in the application:**

Once the form is fulfilled, the pre-enrolment must be recorded, and you will receive a confirmation email. You can access your application and modify it whenever you want if the pre-registration term is opened, and the application is in a *"Pendiente de revisar"* status. You can also upload documents to the document manager until before you enroll. After the corresponding review, you would receive an email notifying you if everything presented is correct *("Validada")* or if you need to provide any other document *("Pendiente de documentación").*

Also, you can permanently check the status of the application for admission, accessing with your username and password. The status in which your application can be found are:

- ❑ *"Pendiente de revisión":* your application and documents have not been reviewed yet.
- ❑ *"Pendiente de documentación":* it has been reviewed and some information or documents are wrong or must be added. You have been informed by email about the issues to solve.
- ❑ *"Invalidada":* your application has been reviewed by the International Doctoral School and it does not fulfill the requirements.
- ❑ *"Validada":* The application and related documentation is correct. Now, it's pending to admission or exclusion by the Academic Committee according to access profile and available places.
- ❑ *"Admitida":* your application has been successful, and you have been accepted

in the PhD studies. Now, you must confirm it with enrolment.

- ❑ *"Excluida":* You have not been assigned a position in the Ph.D. program. The reasons are explained in the form and sent by email.

- **Enrolment and submission of original documents.**

Once you have been admitted, you must enroll within the established deadlines (see the admission and enrolment calendar) by online *"automatrícula"* and, if necessary, at the Campus Student Management Unit where you will mainly carry out your activity as a doctoral student. If it is not possible to identify this campus, the campus of the thesis supervisor will prevail. And if this is outside the UCLM, that of the tutor.

If your documents are issued by foreign organizations do not forget that they must be duly legalized and, when appropriate, translated. See the following link on legalization and translation of documents: rules on legalization and translation of documents

Studies pursued in the European Union do not require legalization.

Your registration will be formalized after submitting to the corresponding Student Management Unit the originals and copies of the documents, as well as the certificates that you included in your pre-registration, in order to verify the accuracy of the access data. Otherwise, the registration will be canceled ex officio.