# User Guide PhD Online Application

# Coordinator Profile

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## 1. Introduction

This guide explains how coordinators of PhD programs according to the Royal Decree 99/2011 may manage the PhD Online Application. Please click on the following link to access the application: https://doctorado.um.es/doctorado/. Then, click on "Access to manage your doctoral program" in order to log in with your UM email account.

## 2. Main menu

Once you have logged in the application, you will find the options below.

Pre-registration Menu:
- Consult applications: Coordinators may consult the pre-registration applications in their doctoral programs.
- Lists: Different types of lists on the pre-registration applications or abstracts may be issued.

Academic Records Menu:
- Consult academic records: Coordinators may consult academic records of students belonging to their doctoral program (personal data, access data, academic training activities, research plans, the personal portfolio of activities, supervisors and research line appointed,...).

Annual Monitoring Menu:
- Annual Monitoring: Coordinators may manage the annual monitoring of each student belonging to the doctoral program (1st or 2nd evaluation).

## 3. Pre-registration, consult applications

Coordinators may consult the pre-registration applications in their doctoral programs. They may consult any pre-registration application: information provided by the student, form of access, admission requirements, attached information, research line, tutor…

Coordinators may also consult the history of pre-registration applications by clicking on "History".

## 4. Academic records, consult academic records

Consult academic records is a space where coordinators may consult all relevant information on their academic records:
- Personal data
- Access data
- PhD program
- Letter of Engagement

- Activities
- Research Plan

## 5. Academic records, appointment of supervisors

Coordinators may propose here the appointment of supervisor for each PhD student of their doctoral program.

Access to any of them opens a new screen to incorporate up to three supervisors (a maximum of two UMU supervisors are allowed).

Once the proposal has been made, it must be validated by the EIDUM so that the change is effective in the student's record.

## 6. Annual Monitoring

Coordinators may carry out here the first and second evaluation of the students in the doctoral program.

First, you may see a list of all the students, along with the current status of their evaluation and the possibility of accessing the first or the second evaluation.

The 1st evaluation will remain active during the period enabled by the EIDUM.  The 1st evaluation may be modified up to one month after the evaluation closing date.

The 2nd evaluation will be activated when the first evaluation has been negative, within the period established by the EIDUM, and the student has enrolled in the next academic year.

In the monitoring screen, you will find the following information:
- Research Plan (last plan submitted and history).
- Personal Portfolio of Activities
- Tutor and supervisor(s)' reports.

In addition, the application will check whether it meets all the requirements for it to be able to issue a positive report, showing error messages indicating all possible reasons. Once the evaluation has been saved, the result of this 1st evaluation is sent by e-mail to the student.

For the 2nd evaluation, the application will also display all the data from the 1st evaluation. If this is also negative, no email will be sent to the student, but to the EIDUM and to the Postgraduate section to process the student's withdrawal from the doctoral program.