



User Guide PhD Online Application

Tutor/Supervisor Profile

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1. Introduction

This guide explains how tutors or supervisors of those students enrolled in doctoral programs according to the Royal Decree 99/2011 must 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 the application.

Tutors and supervisors belonging to the University of Murcia must log in with their UM email account.

Supervisors not belonging to the University of Murcia must log in with their email account and the password received by email. In case you forgot your password, you will have the option to recover it.

2. Main menu

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

Validations Menu:

- Tutor/Supervisor Validations: You can validate or reject research plans, the selection of academic activities or additional activities (interviews, attendance to conferences,...).
- Annual Monitoring Menu: You can register the tutor and supervisor’s reports for the annual monitoring of the student by the academic committee.

3. Tutor/Supervisor Validations

The tutor and supervisor may validate here the research plan, the selection of activities and additional activities of students in order to be registered in the academic record.

According to the Validation type, they will find specific information.

4. Annual Monitoring Reports

The tutor or supervisor may upload here the annual report for the annual evaluation of the PhD student.

The application will show a list of students and their tutors or supervisors.



When clicking on one of them, you will get access to a new screen where you may consult necessary information such as the research plan, student's portfolio of activities, previous reports by the tutor or supervisors.