



User Guide for the Online PhD Application

Student Profile

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1. Introduction

This guide explains how students enrolled in doctoral programs according to the Royal Decree 99/2011 may use 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.

Academic Records Menu:

- Consult applications: Students may consult their PhD academic record.
- Download Letter of Engagement: Students may download the Letter of Engagement as long as they have a supervisor(s) appointed. The Letter of Engagement must be signed by the student, tutor and supervisor(s), and the Vice-chancellor of Studies Planning.
- Research Plan: Students must submit at least a Research Plan during the doctoral program.

Activities Menu:

- Selection of Activities: Students may choose annually their Academic Training Activities from this option. Such selection must be validated by the Tutor.
- Additional Activities: Students may register their Additional Activities (interviews, attendance to courses/conferences, etc.). These activities must be also validated by their tutor or supervisor(s).

3. Academic Record, consult academic records

Consult academic records is a space where students may consult all relevant information on their academic records:

- Personal data
- Access data
- PhD program
- Activities
- Research Plan

4. Academic Records, Download Letter of Engagement

Students may download the Letter of Engagement here in order to get the document signed. Students must have a supervisor(s) appointed. Once the Letter is signed by the student, tutor and supervisor(s), it must be sent to the EIDUM for the registration on their academic record.

5. Academic Records, Research Plan

Students must submit at least a Research Plan during their doctoral program. You can upload here new versions of your Research Plan in PDF format. In order to register the Research Plan in the academic record, it must be validated by the tutor and supervisor(s), once the student has uploaded it into the application.

Each Research Plan must contain the following information:

- Title (Compulsory)
- Topic (Optional)
- Abstract (Compulsory)
- File (Compulsory)

Students may modify some data from the Research Plan as long as it has not already validated/rejected by the tutor or supervisor(s).

6. Activities, Selection of Activities

Students may choose here Academic Training Activities that they wish to complete during the academic year (within the period of time established by EIDUM). The activities must be validated by the tutor.

7. Activities, Additional Activities

Students may consult here the different Additional Activities that they have completed during their doctoral program, as well as the Activities' status. If students click on "New Activity", they must choose one of the following options:

- Interview
- Course/Conference
- Others

According to the Activities chosen by the students, they will find specific information.

The activities must be validated by the tutor or supervisor(s) in order to be registered in the academic record.