



Universidad de Granada



Online registration in doctoral programmes

Academic year 2020-2021

Please read the following instructions carefully:

1. Requirements for the proper functioning of the self-registration platform:

1. Use Mozilla Firefox or Google Chrome.
2. Have a minimum screen resolution of 800x600. Recommended screen resolution: 1024x768.
3. Enable Java, JavaScript, ActiveX, frames, cookies and pop-ups.
4. Ensure that automatic updates of software are activated.
5. Do not use the buttons on the browser — use those that appear on each page.

[Click here to check whether your browser is compatible with the online platform.](#)

2. About the self-registration procedure

This procedure is available exclusively to students who, having been accepted onto a doctoral programme, wish to register for the 2020-2021 academic year.



The aim of this procedure is to enable every admitted student to self-register on the corresponding doctoral programme at the UGR during the registration periods established on the [International School for Postgraduate Studies \(EIP\)](#) website, without having to visit the School in person.

Once the process is complete, each registered student will receive a payment form indicating the fees that must be paid.

The option “*consultar PIN*” (check PIN code) will appear on screen. You must keep this PIN safe, as you will need it to log into your “Acceso Identificado” student account, which will give you access to your online academic file. On the “Acceso Identificado” platform, among other student services, you will also be able to apply for your University Smart Card (TUI) and set up a UGR email account. **Creating this email account is mandatory for all doctoral students, since all official communications will be sent to this account. This email address will also be added to the mailing list of the Council of Doctoral Student Representatives.**

This registration procedure can only be completed once.

3. Online platform

To complete the process you must fill in each page as it appears on-screen and in consecutive order. On the last page you will be asked to confirm the enrolment information and all changes will be incorporated into your file. If you need to check or change any data as you go through the pages you can click on  to return to previous pages. You can also click the “Ayuda”  (help) button if you need further information, as long as you have not reached the last page (p. 5).

4. Requirements

Self-registration is **compulsory** for all students starting doctoral studies at the University of Granada.

If you meet the general entry requirements, but you are unable to use this online system, please contact the International School for Postgraduate Studies for advice on how to proceed.

Please note that **only** once you have confirmed your enrolment and obtained the payment form will the registration process be successfully completed.

Please note that **you can only confirm your registration during the periods designated for the online self-registration procedure.**

Once enrolment is confirmed, an **enrolment confirmation document** (*resguardo de matrícula*) will be generated (2 copies), along with a **payment form**. Please note that fees can only be paid in more than one instalment if the sum exceeds €200 and as long as you have not already made another payment. You should either print out this payment form to pay your fees at one of the [banks](#) indicated on the EIP website, or pay online.

IMPORTANT: If you do not meet all the requirements or make the payments within the established deadlines, your registration application and any changes to it will be rejected.

Only once the payment form has been generated and printed (even if it is to the amount of €00.00) will the enrolment process be considered successful. You must keep one copy of the enrolment confirmation document (*resguardo de matrícula*) in case you should wish to make a complaint in the future.

If you think that the total amount to be paid is not correct, please consult the International School for Postgraduate Studies when you submit the required documents.

5. Complementary training

If the academic committee of the doctoral programme in question indicates that you need to complete complementary training activities, please bear in mind that:

1. Your official admission as a doctoral student remains subject to completing these complementary training activities.
2. You will have to complete the complementary training activities during your first academic year as a doctoral student. The time period allocated to undertake the doctoral studies will start once the complementary training activities have been completed.

Once you are enrolled on a doctoral programme, you may then proceed to enrol on the complementary training activities that you have been assigned. Further information:

<https://escuelaposgrado.ugr.es/doctorado/impresos/estudios/cformativos>

6. Documentation to be submitted once your registration is confirmed

Once the registration procedure is completed, you must submit the relevant documents to the International School for Postgraduate Studies before 30 April 2021.

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 ESCUELA INTERNACIONAL DE POSGRADO
 AVDA. DE MADRID, 13
 18071- GRANADA

If the corresponding compulsory documents are not submitted, the International School for Postgraduate Studies will assume that you no longer wish to undertake the doctoral programme and, following due notification, your registration will be cancelled.

Documents:

- a) Documents certifying, if applicable, the right to a fee subsidy or exemption, such as:

1	Document from the Social Action Office (GAS) certifying that you are a member of the UGR community.
2	Original and copy of a valid family record booklet (<i>libro de familia</i>) certifying Large Family status.
3	Document certifying that you have requested a grant aimed at UGR staff or family members of staff.
4	Original and copy of the document indicating that you have a disability (over 33%).
5	FPU, FPI (or equivalent contract) certificate.

- b) **Graduates with degrees issued by Spanish institutions or international graduates with officially recognised degree(s) (*títulos homologados*):** original and copy of the degree certificates that give access to the doctoral studies and that must be checked (or receipt of having paid the fees for the issuing of the degree certificate); or certificate proving degree equivalency. **Students who have obtained their degree from the University of Granada do not have to submit this document.**

- c) **International students with a non-recognised degree** must submit, if applicable:

- Degrees obtained in countries in the European Higher Education Area: original and copy of the degree certificates so that they can be checked, accompanied by a sworn translation into Spanish unless the degree certificate has been issued in Spanish, English, French, Italian, or Portuguese.

- Degrees obtained in countries outside the European Higher Education Area: original and copy of the degree certificates that give you access to the doctoral programme and that have to be checked by the International School for Postgraduate Studies. This document must either be diplomatically legalised, or, if it has been issued in a signatory country of the Hague Convention, be accompanied by the corresponding Apostille. **This is a mandatory requirement for the issuing of doctoral degree certificates.** A sworn translation will also be required if the degree certificate has been issued in any language other than English, Spanish, French, Italian, or Portuguese. Likewise, you must submit a document certifying that your degree is of an equivalent academic level to the corresponding official university degrees issued by Spanish universities and that it entitles you to apply to postgraduate studies in the country in which it was issued.

7. More information

You can find more information about different ways of registering, the payment of fees, and modifications to registration on the [International School for Postgraduate Studies website](#).

The [Student Support Service \(SAE\) offers a range of services](#) to students with special educational needs. Please contact this service if you require any support. Website: <http://ve.ugr.es/pages/sae>