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SIGMA PHD: GENERAL INFORMATION

- “Sigma” is the administrative platform at UAM. Using Sigma requires navigating through several tabs that will open one after the other.
- In each window, if you want to change the content of a field, you must completely delete its content.
- In order to advance through the tabs, you must complete all the fields marked as mandatory (“obligatorio*”) and click on “Continuar” o “Siguiente”.
- If you want to go back to the previous tab, you should also complete the tab where you currently are.
- Input data will only be recorded once the application is fully complete, in the tab “Confirmar Solicitud”, so you should complete your application in only one session.

BEFOR STARTING YOUR APPLICATION

In order to start the application process, you should have a user and password in the system.

- If you have **never been an student** at UAM, you first need to Register in order to get your user and password (“[Registro de usuarios](#)”) ([anexo I](#)).
- If you are a **former UAM student** you will need your user (NIA) and password. If you can’t remember your access information, you can get it back [here](#) ([anexo II](#)).
- If you are **currently a student** at UAM, you must use your user and password to submit your application through [Sigma](#) > Mis aplicaciones > Accesos > Inscripción Doctorados Oficiales > Nueva preinscripción. If you can’t remember them, you can get them back [here](#). ([anexo II](#)).

In addition, it is essential that you have in hand all the documents that you will need to upload during the application process, as established in [our website](#). These documents may vary depending on the way chosen to access the PhD Program.

Files must be uploaded preferably in .pdf, however there are other formats that can be accepted as well (.doc, .jpg). Size must be maximum 4 Mb each. In order to correctly locate your files, please name them following the template Surname_Name_Document (document being Passport, Aval, Language, Diploma, Certificate...etc. or a [short name of](#)

[the documents](#))

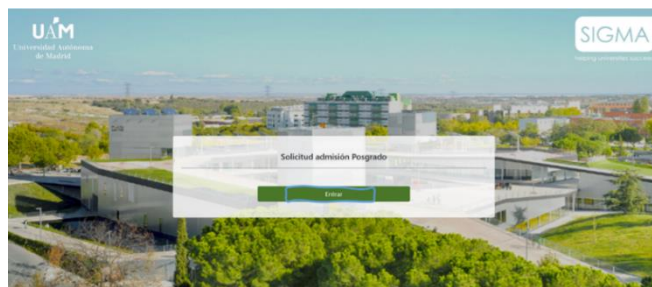
APPLICATION FOR PHD PROGRAMS

The first step is applying for a PhD Program (“Admisión” or “Preinscripción”).

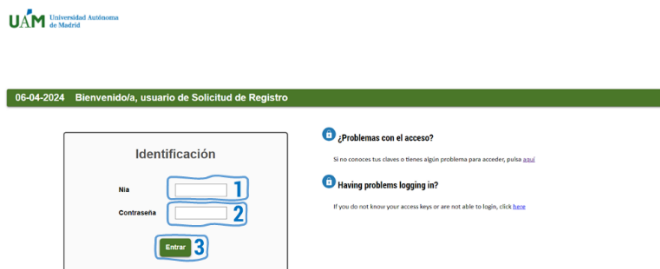
If you have a working Sigma account because you are currently a student at UAM, you must complete your application in [Sigma](#) > Mis aplicaciones > Accesos > Inscripción Doctorados Oficiales > Nueva preinscripción

In addition, for every applicant, you can enter the application platform online, via:

- EDUAM website ([link to Application](#))
- Using the following link: <https://secretaria-virtual.uam.es/Navegacion/InicioAdmision.Posgrado.html#>
- Clicking the following image:



Your browser will open a window with the application platform, where you should click **Entrar**. One more tab will open where you must log in using your login details (NIA, 1; password, 2). Click **Entrar** (3).



On the next window, please choose “Inscripción Doctorados Oficiales”



If there are no previous applications, the screen will be empty. Click on **Nueva preinscripción** to initiate your application.



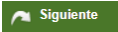
You must complete tab after tab, always clicking on “Siguiete” through every tab until the end, in only one session. If you don’t complete your application in one session, your information will not be recorded.

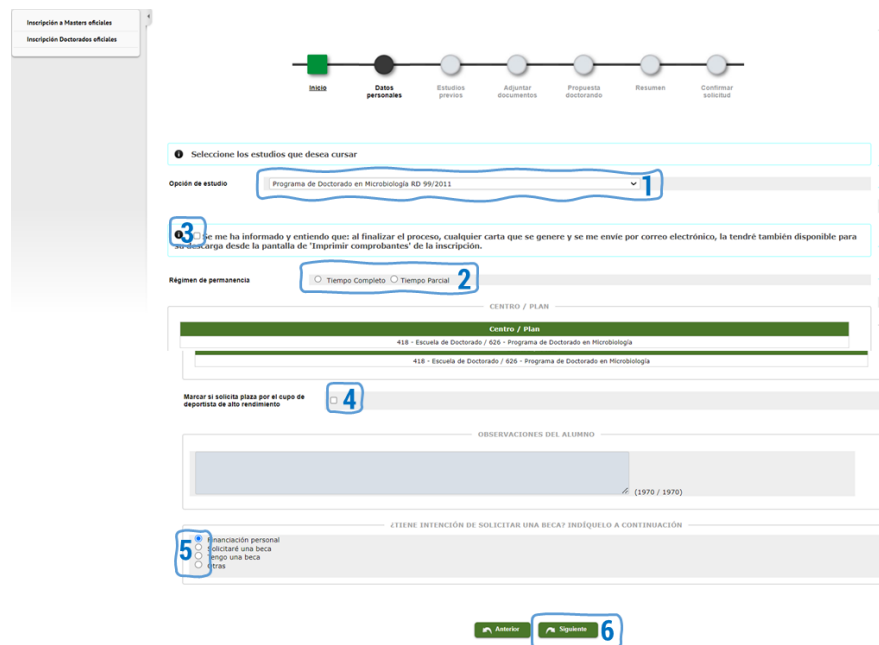
“INICIO” TAB



Choose the PhD Program you want to apply to. (1)

In general, PhD studies are carried out full time (“tiempo completo”); however you can apply for part time (“tiempo parcial”) if you qualify for it (working full time, looking after a relative, professional athlete, disability benefit...) by checking the option “Tiempo parcial” (2). In this case you must upload the document [“solicitud de cambio de dedicación”](#) when you reach the Documents tab.

Click on 3 (“I have been informed and I understand that after finishing the application, any letter issued and sent via mail will be also available to download from the page <<Imprimir comprobantes>>”), and click on 4 if you are a professional athlete. Please complete the questionnaire about funding expectations during your studies 5. Finally, continue to the next tab clicking on 6 



“DATOS PERSONALES” TAB




The website will show automatically your personal data (1) included previously in the registration (“Registro”) or that where already included in your file if you were a former student at UAM.

Review this information, complete and/or modify the information if needed, to match the information in your Passport or ID.

You must keep in mind:


- 1.- If you are a Spanish national, please use your DNI number, including the final letter. If you don't have a DNI, you can't choose Spanish nationality. It is not possible to choose Spanish nationality but using your Passport as an identification number.
- 2.- If you are not a Spanish national, please use your Passport or your NIE (Residence permit). Numbers must be noted without blank spaces, or middle dash.
- 3.- First Name and Surname (s) must be written with capital first letter.
- 4.- If your surname has the words 'de' 'la' 'del', they must be written all in lower case after the First Name or the previous surname. (ex.: Pedro Sánchez de la Cuesta will be introduced as [Pedro] [Sánchez de la] [Cuesta])
- 5.- Accent marks in Spanish names should be included, following the orthographic rules that apply.
- 6.- Capital letters must have accent marks if needed. (Ángel, Álvaro)
- 7.- Please don't use abbreviations or short names (M^a, Fco., Fdez.)
- 8.- Combined surnames must be separated with a middle dash.

Once completed the information about birth place and current address (2), please click 3  to go to the next tab.

"ESTUDIOS PREVIOS" TAB



If you have obtained your access Diploma (Master's or 300 ECTS Bachelor's) at UAM

You will have the option to choose  the Bachelor's or Master's (1a/1b) or start a new application (2).

Progress bar: Nueva consulta, Inicio, Datos personales, Estudios previos, Adjuntar documentos, Propuesta doctorando, Seguimiento, Resumen, Confirmar solicitud.

Estudios previos

Si quiere cargar los datos de sus estudios previos registrados, seleccione el expediente correspondiente. Si quiere introducir nuevos estudios seleccione nuevo expediente.

| Centro | Plan | Estudios | Tipo de estudio | Especialidad | Estado / Materia |
|--------|---|-----------------------|-----------------|-------------------------------|------------------|
| 1a | 82 - Graduado en Medicina (2014) | Grado en Medicina | Grado | El plan no tiene especialidad | CO |
| 1b | 74 - Máster en Biomedicina Molecular (2021) | Máster en Biomedicina | Máster | El plan no tiene especialidad | CO |

If you chose the first option, a new window will open with different ways to access a PhD Programme, in which it will be marked (1) the option chosen before. Click "siguiente" (2) to get to the next tab.

DATOS DEL ESTUDIO DE ORIGEN

1 Máster y Grado Universitario expedido por una Universidad española

2 Máster y Grado obtenido fuera del estado Español

2 DEA Estado Español (Suficiencia Investigadora)

2 Especialista en Ciencias de la Salud (ECS)

2 2 años de evaluación positiva de Especialista en Ciencias de la Salud (ECS)

2 Título Español de Doctor

2 Estudios Homologados por el Ministerio del Estado Español

2 Ingeniería/Licenciatura/Arquitectura (estudios previos al EES / Nivel 3 MECES)

2 Grados de 300 ECTS

2 Último año académico cursado de los estudios de origen: 2022/23

2 Ha finalizado los estudios de origen aportados: 14/09/2023

2 Fecha expedición del título: 07/07/2023

2

If you have obtained your access Diploma (Master's, 300 ECTS Bachelor's or equivalent) at universities other than UAM

Depending on the Access way chosen (1), you must complete the required information about previous studies and later attach the required documents on the next tab.



DATOS DEL ESTUDIO DE ORIGEN

1 Máster y Grado Universitario expedido por una Universidad española

Máster y Grado obtenido fuera del estado Español

DEA Estado Español (Suficiencia Investigadora)

Especialista en Ciencias de la Salud (ECS)

2 años de evaluación positiva de Especialista en Ciencias de la Salud (ECS)

Título Español de Doctor

Estudios Homologados por el Ministerio del Estado Español

Ingeniería/Licenciatura/Arquitectura (estudios previos al EES / Nivel 3 MECES)

Grados de 300 ECTS

- Bachelor's + Master's from a Spanish university ("*Máster y Grado Universitario expedido por una universidad española*"). The most common way. You must choose this option also if you have not finished your Master's when you apply, but it will be finished by the time you enroll in the PhD Programme.
- Bachelor's and/or Master's from a non Spanish university ("*Máster y Grado obtenido fuera del estado español*"). Choose this option if you are in any of these situations:
 - ✓ Foreign Diplomas from European Education Area (EEA) that confirm a level 7 EQF (including foreign PhD diplomas)
 - ✓ Diplomas issued in foreign countries not belonging to the European Education Area (EEA) that qualify in the home country to access a PhD.
 - ✓ Combinations of foreign Bachelor's and Spanish Master's or the other way around.
- Spanish Bachelor's 300 ECTS or MECES3 ("*Grados de 300 ECTS*")
- Former Spanish Bachelor's, ("*Ingeniería/Licenciatura/Arquitectura, MECES 3*")

- Homologation of foreign Higher Education Degrees y Spanish Ministry of Universities (“Estudios Homologados por el Ministerio del Estado Español”)
- 2+ years of specialisation as a Health Professional (“2 años de evaluación positiva de Especialista en Ciencias de la Salud ECS”)
- Spanish DEA Diploma (“DEA Estado Español, suficiencia investigadora”)
- Spanish PhD (“Título español de doctor”)

Depending on the option you choose, you will open a different form with fields in which you will have to identify the university or universities that issued your diploma(s) and the studies that you carried out.

DATOS DEL ESTUDIO DE ORIGEN

| | |
|---|---|
| <input checked="" type="radio"/> Máster y Grado Universitario expedido por una Universidad española | |
| Máster | Universidad que expide el título <input type="text"/> v 1 Estudio <input type="text"/> <input type="text"/> 3 🔍 |
| Grado | Universidad que expide el título <input type="text"/> v 1 Estudio <input type="text"/> <input type="text"/> 3 🔍 |
| <input checked="" type="radio"/> Máster y Grado obtenido fuera del estado Español | |
| Máster | Universidad que expide el título <input type="text"/> <input type="text"/> 4 🔍 Estudio <input type="text"/> <input type="text"/> 5 |
| Grado | Universidad que expide el título <input type="text"/> <input type="text"/> 4 🔍 Estudio <input type="text"/> <input type="text"/> 5 |
| <input checked="" type="radio"/> DEA Estado Español (Suficiencia Investigadora) | |
| | Universidad que expide el título <input type="text"/> v 1 |
| <input checked="" type="radio"/> 2 años de evaluación positiva de Especialista en Ciencias de la Salud (ECS) | |
| | Entidad <input type="text"/> v 2 |
| <input checked="" type="radio"/> Título Español de Doctor | |
| | Universidad que expide el título <input type="text"/> v 1 Estudio <input type="text"/> <input type="text"/> 3 🔍 |
| <input checked="" type="radio"/> Estudios Homologados por el Ministerio del Estado Español | |
| | Estudio <input type="text"/> <input type="text"/> 5 |
| <input checked="" type="radio"/> Ingeniería/Licenciatura/Arquitectura (estudios previos al EEES / Nivel 3 MECES) | |
| | Universidad que expide el título <input type="text"/> v 1 Estudio <input type="text"/> <input type="text"/> 3 🔍 |
| <input checked="" type="radio"/> Grados de 300 ECTS | |
| | Universidad que expide el título <input type="text"/> v 1 Estudio <input type="text"/> <input type="text"/> 3 🔍 |

In the drop-down menus, choose the Spanish university where you obtained your Master’s, Bachelor’s, DEA or PhD (1), depending on your application. If that’s your case, choose the hospital (2) where you are carrying out your specialisation as a Health Professional.

DATOS DEL ESTUDIO DE ORIGEN

Máster y Grado Universitario expedido por una Universidad española

Universidad que expide el título: 1

Máster

Estudio: 1

Universidad que expide el título

Grado

Estudio: 1

Máster y Grado obtenido fuera de España

DEA Estado Español (Suficiencias)

Especialista en Ciencias de la Salud

2 años de evaluación positiva de ECTS

Título Español de Doctor

Estudios Homologados por el Ministerio de Educación

Ingeniería/Licenciatura/Arquitectura

Grados de 300 ECTS

Entidad: 10369 - HOSPITAL CENTRAL DE LA CRUZ ROJA 2

Título Español: 10369 - HOSPITAL CENTRAL DE LA CRUZ ROJA

Estudios: 10369 - HOSPITAL UNIVERSITARIO LA PAZ - Instituto de Investigación del Hospital Universitario de la Paz

Ingeniería: 11040 - HOSPITAL UNIVERSITARIO CLÍNICA PUERTA DEL HIERRO

Grados de: 11292 - HOSPITAL SAN VICENTE, S.L.

11362 - HOSPITAL DEL NIÑO JESÚS

11297 - HOSPITAL INFANTA SOFÍA

11416 - CLINSA, S.A. (HOSPITAL NIÑERA SEÑORA DE AMÉRICA)

11430 - HOSPITAL UNIVERSITARIO DE LA PRINCESA

11431 - HOSPITAL UNIVERSITARIO RAMÓN Y CAJAL

11435 - FUNDACIÓN PARA LA INVESTIGACIÓN BIOMÉDICA DEL HOSPITAL GREGORIO MARAÑÓN

académico: 11480 - HOSPITAL UNIVERSITARIO SEVERO OCHOA

o los estudios: 11482 - HOSPITAL CARLOS III

11592 - ENTE PÚBLICO HOSPITAL DE FUENLABRADA

11939 - HOSPITAL SAN JUAN DE DIOS DE CÓRDOBA

12006 - HOSPITAL DE MADRID, S.A.

12009 - HOSPITAL UNIVERSITARIO 12 DE OCTUBRE

12012 - HOSPITAL NACIONAL DE PARAPLÉJICOS (HNP)

Identify the studies that you carried out in the chosen university. Click on 3 and in the pop-up window “búsqueda de estudios” click on 6 (you can write down key words on the “Descripción estudios” field in order to narrow down the search); select the studies clicking on 7.

Estudio: 3

BÚSQUEDA DE ESTUDIOS

Código estudios(*)

Descripción estudios(*) 6 *master*

(*) búsqueda con máscara *

Ejemplo: Licenciatura en Historia = "histor"

Cancelar
6

| | Estudios | Tipo de título |
|---|--|----------------|
| 7 | 4315782 - Máster Universitario en Investigación en Biomedicina y Salud por la Universidad de Extremadura | |
| 7 | 4311360 - Máster Universitario en Química Teórica y Modelización Computacional | |

If you have obtained your Access diploma in a country other than Spain, you must search your university using 4. A pop-up window will appear, “búsqueda de universidades” with a drop-down menu in which you have to choose the country (8) and click on 9 (you can write down key words on the “Descripción” field in order to narrow down the search). Choose the correct university clicking on 10.

Universidad que expide el título 4

BÚSQUEDA DE UNIVERSIDADES

Pais: Portugal 8

Código Universidad

Descripción: 9

(*) búsqueda con máscara *

Cancelar
9

| | Código de universidad- Descripción |
|--|--|
| 10 | 430945817 CESPU - COOPERATIVA DE ENSINO SUPERIOR POLITECNICO E UNIVERS |

If you can't find your university, please contact doctorado.gestion@uam.es (in order to carry on with the application, choose any random university and we will later change it). Complete the fields on the form regarding the name of the studies carried out at the chosen foreign university.

In the lower part of the window “Estudios Previos”, and regarding the studies previously identified, you must choose the last academic year in which you were enrolled in said studies (1). Mark “Si” (2) and search on the calendar (3) the date of issuing of the Diploma.

You can only mark “No” (2) if you are currently in your last year of studies in the moment of application, but you plan to finish before enrolling. You will have to prove that you have finished your studies before enrolling.

Click on **Siguiente** (4) to go to the next tab, where you will have to upload the required documents, that may vary depending on the access way chosen.

“ADJUNTAR DOCUMENTOS” TAB



Depending on the chosen option in the previous tab, you will have to upload the documents that are required. Before starting, please consider the following:

- You will hugely help the process if you name your files like this: Surname_Name_XXX, where XXX is the document or abbreviation that identifies each document and that you can find in brackets next to the name of the document in the following list.
- It is very important that you upload each document in the correct field.
- There are some documents marked as “obligatorios*”, that are mandatory and you can’t continue the application without them.
- Most of the documents to upload are related to the admission requirements, but you should also upload here your application for part time (Surname_Name_Parcial)
- If you wish to include additional documents, there is a field called “documentación complementaria”. You can upload the additional requirements of your PhD Programme (for more information please check the [website of your PhD Programme](#)), as well as other additional information that you consider relevant for your application, in one single file.
- Documents must be complete, including front and back of ID, Diplomas...
- You can only upload one file per field, but you can merge several documents in a single file.
- All documents submitted can be in Spanish, English, French, Italian or Portuguese. Documents in other languages must be accompanied by their sworn translation to Spanish.

Mandatory Documents

- **DNI (Spanish nationals) / NIE or Passport (other nationalities)** (_DNI)
- **Curriculum vitae** (_CV) (open format)
- **Researcher’s confirmation “Aval de dirección en PD”** (_Aval) (template available to be downloaded from the [website](#))
- **Statement of veracity “Declaración de veracidad”** (_Ver) (template available to be downloaded from the [website](#))
- **Diploma used to access the PhD studies “Título de acceso”** (_Acceso) (different according on the access way chosen)

If at the moment of application you are still finishing your access studies, Spanish or EEA, that grant access to PhD studies and you are planning to finish before enrollment period, you must upload your last enrollment instead of your Diploma. Keep in mind that you will be required to present your Diploma or equivalent before enrollment.

Mandatory documents according to the chosen Access way to PhD Programmes:

Bachelor's + Master's from a Spanish university

- **Título de acceso* (_Acceso):** Master's Diploma, temporary receipt or equivalent. If for causes non attributable to the applicant it is not possible to upload said document during the application period (Master's not finished), you can upload proof of enrollment on the last year of Master's. You will be required to present your Diploma or equivalent before enrollment.
- **Certificado Académico de titulación de acceso (_CalAcc):** Official Transcript of Records of your Master's (including grades and courses).
- **Certificado Académico de estudios previos (_CalPrev):** Official Transcript of Records of your Bachelor's (including grades and courses).

Bachelor's and/or Master's from a non Spanish university

a) Master's or PhD from European Education Area (EEA) that confirm a level 7 EQF

- **Título de Acceso* (_Acceso):** Master's Diploma, temporary receipt or equivalent. If for causes non attributable to the applicant it is not possible to upload said document during the application period (Master's not finished), you can upload proof of enrollment on the last year of Master's. You will be required to present your Diploma or equivalent before enrollment.
- **Certificado Académico de titulación de acceso (_CalAcc):** Official Transcript of Records of your Master's (including grades and courses).
- **Certificado Académico de estudios previos (_CalPrev):** Official Transcript of Records of your Bachelor's (including grades and courses).
- **Certificación de acceso a doctorado (_SET):** [Diploma Supplement](#) or Statement from your home university, in which they declare that the Diploma qualifies you to access PhD studies at your home country..

b) Bachelor's issued by a foreign university + Master's issued by a Spanish university

- **Título de Acceso* (_Acceso):** Master's Diploma, temporary receipt or equivalent. If for causes non attributable to the applicant it is not possible to upload said document during the application period (Master's not finished), you can upload proof of enrollment on the last year of Master's. You will be required to present your Diploma or equivalent before enrollment.
- **Certificado Académico de titulación de acceso (_CalAcc):** Official Transcript of Records of your Master's (including grades and courses).
- **Certificado Académico de estudios previos (_CalPrev):** Official Transcript of Records of your Bachelor's (including grades and courses).

c) Diplomas issued in foreign countries not belonging to the European Education Area (EEA) that qualify in the home country to access a PhD.

- **Título de Acceso* (_Acceso):** Diploma correctly legalised or apostilled*
- **Certificado Académico de titulación de acceso (_CalAcc):** Official Transcript of Records of the studies used to access PhD studies (including grades and courses), correctly legalised or apostilled*.
- **Certificado Académico de estudios previos (_CalPrev):** Official Transcript of Records of any previous studies (including grades and courses), correctly legalised or apostilled*.
- **Certificación de acceso a doctorado (_SET):** Statement from your home university, in which they declare that the Diploma qualifies you to access PhD studies at your home country.

***INFORMATION ABOUT LEGALIZATION AND APOSTILLE OF FOREIGN DOCUMENTS**

Academic documents (Diplomas and Transcripts) issued in foreign countries not belonging to the European Education Area (EEA) must be correctly legalised or apostilled, as follows:

- Countries subscribed to the Hague Apostille convention 1961: Apostille
- Other countries: Legalised documents, including:

1. Approval by the Ministry of Education on the home country of the signatures that appear on the original document.

2. Approval of the documents by the Ministry of Foreign Affairs on the home country.

3. Approval of the Spanish Consulate on the home country.

Spanish DEA ("suficiencia investigadora")

- **Título de Acceso* (_Acceso):** DEA Diploma or Certificate of Achievement ("Suficiencia investigadora").
- **Certificado Académico de estudios previos (_CalPrev):** Official Transcript of Records of your Bachelor's (including grades and courses).

2+ years of specialisation as a Health Professional (ECS)

- **Título de Acceso* (_Acceso):** Official Certificate of positive evaluation issued by the Teaching Unit of the Hospital.
- **Certificado Académico de estudios previos (_CalPrev):** Official Transcript of Records of your Bachelor's (including grades and courses).

Spanish PhD

- **Título de Acceso* (_Acceso):** PhD Diploma
- **Certificado Académico de estudios previos (_CalPrev):** Official Transcript of Records of your Bachelor's (including grades and courses).

Homologation of foreign Higher Education Degrees by Spanish Ministry of Universities

- **Título de Acceso* (_Acceso):** Foreign Diploma that has been recognized
- **Homologación del Título (_Homol):** Homologation credential
- **Certificado Académico de titulación de acceso (_CalAcc):** Official Transcript of Records of the recognized studies (including grades and courses).
- **Certificado Académico de estudios previos (_CalPrev):** Official Transcript of Records of any previous studies (including grades and courses).

Ingeniería/Licenciatura/Arquitectura (pFormer Spanish Bachelor's, MECES 3)

- **Título de Acceso* (_Acceso):** Bachelor's Diploma
- **Certificado Académico de titulación de acceso (_CalAcc):** Official Transcript of Records of your Bachelor's (including grades and courses).

Spanish Bachelor's 300 ECTS or MECES3

- **Título de Acceso* (_Acceso):** Bachelor's Diploma, temporary receipt or equivalent. If for causes non attributable to the applicant it is not possible to upload said document during the application period (Master's not finished), you can upload proof of enrollment on the last year of Master's. You will be required to present your Diploma or equivalent before enrollment.
- **Certificado Académico de estudios de acceso (_CalAcc):** Official Transcript of Records of your Bachelor's (including grades and courses).

IMPORTANT!: Only applications submitted with all correct documents within the deadline will be validated and later considered for admission by the Academic Committee of the requested PhD Programme.

Applications that are not complete should be corrected before validation, which does not affect the rest of admission deadlines. Applications corrected after the deadline could only be accepted if there are vacancies in the PhD

Programme.

Please find below a chart with a summary of the needed documents depending on the access way chosen:

| Vía de acceso al doctorado | Documentos ApellidosNombre | | | | | | | | | | | |
|---|----------------------------|---------|----------|-----------|---|---|---|------------------------------|-------------------------|----------|----------|--------------------|
| | _DNI (*) | _CV (*) | _Ver (*) | _Aval (*) | _Acceso (*) | _CalAcc | _CalPrev | _SET | _Homol | _Idiom | _Compl | _Parcial |
| Grado y Máster universitario expedido por una universidad española | x | x | x | x | Título Máster | Calificaciones máster | Calificaciones grado | | | Según PD | Según PD | ... si la solicita |
| Máster universitario expedido por una universidad extranjera | | | | | | | | | | | | |
| a) Título extranjero del EEES que acredita un nivel 7 del Marco Europeo | x | x | x | x | Título Máster/Doctor | Calificaciones máster | Calificaciones grado | SET/Certificad o universidad | | Según PD | Según PD | ... si la solicita |
| b) Título ajeno EEES que acredita acceso al doctorado | x | x | x | x | Título Máster/Doctor | Calificaciones máster | Calificaciones grado | Certificado universidad | | Según PD | Según PD | ... si la solicita |
| c) Título de grado en universidad extranjera y máster en española | x | x | x | x | Título Máster | Calificaciones máster | Calificaciones grado | | | | | |
| DEA (suficiencia investigadora) | x | x | x | x | Título DEA. Certificado suficiencia investigadora | | Calificaciones licenciatura/ingeniería | | | Según PD | Según PD | ... si la solicita |
| 2 años de evaluación positiva de especialista en Ciencias de la Salud (ECS) | x | x | x | x | Certificado oficial de la evaluación positiva | | Calificaciones grado | | | Según PD | Según PD | ... si la solicita |
| Doctor | x | x | x | x | Título Doctoría | | Calificaciones máster/grado/licenciatura/ingeniería, etc. | | | Según PD | Según PD | ... si la solicita |
| Estudios extranjeros homologados por el Ministerio | x | x | x | x | Título homologado | Calificaciones máster | Calificaciones grado | | Credencial homologación | Según PD | Según PD | ... si la solicita |
| Ingeniería/Licenciatura/Arquitectura (MECES 3) | x | x | x | x | Título Licenciado/Ingeniero/ etc. | Calificaciones licenciatura/ingeniería, etc | | | | Según PD | Según PD | ... si la solicita |
| Grados de 300 ECTS (MECES 3) | x | x | x | x | Título Grado | Calificaciones grado | | | | Según PD | Según PD | ... si la solicita |

In order to submit the required documents, you must choose the kind of document you want to upload (1), click on

Seleccionar archivo (2) to select the document from your computer and click on

Añadir (3).

IMPORTANT! You can only and one file on each field of the drop-down menu, that must be under 4 Mb.



As you upload the documents, each one will appear in the lower part of the screen. If you have uploaded a file in the wrong field, you can delete it (✗, 4), choose it again from the drop-down menu and upload it again (2,3). After you have uploaded all the documents, click on

Siguiente (5) and go to the next tab.

| | Documentos adjuntos | Obligatorio | Fecha de alta |
|-----|---|-------------|---------------|
| ✗ | CARTA DE MOTIVACIÓN CON LÍNEA DE INVESTIGACIÓN, DESCRIPCIÓN DEL PROYECTO E IDENTIFICACIÓN DE INVESTIGADOR | SI | 29/01/2024 |
| ✗ | DECLARACIÓN RESPONSABLE VERACIDAD DOCUMENTACIÓN APORTADA | SI | 29/01/2024 |
| ✗ 4 | CERTIFICACION ACADÉMICA DE ESTUDIOS DE GRADO, LICENCIATURA O EQUIVALENTE | SI | 29/01/2024 |
| ✗ | CURRICULUM VITAE | SI | 29/01/2024 |
| ✗ | D.N.I. O PASAPORTE | SI | 29/01/2024 |
| ✗ | CERTIFICACION ACADÉMICA DE ESTUDIOS DE ACCESO | SI | 29/01/2024 |

Anterior **Siguiente 5**

“PROPUESTA DOCTORANDO” TAB





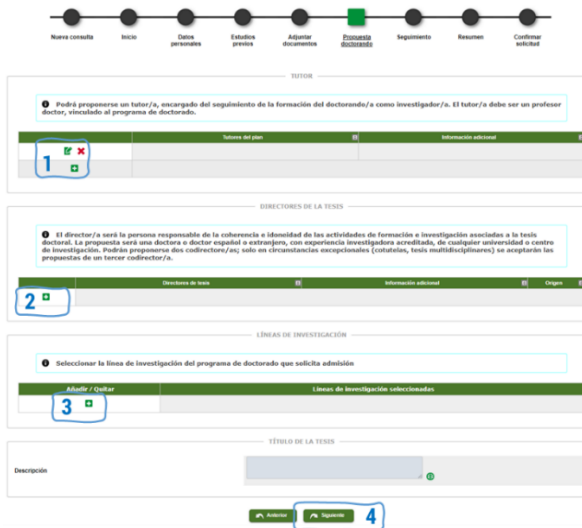
Fill out the information requested: Proposal of a personal supervisor “tutor”(1), proposal of a thesis supervisor(s) “director” (2) and line of research of your thesis (3).


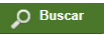
Keep in mind the following:

- Proposed personal supervisor and Thesis supervisor(s) must match the ones that signed the Researcher’s confirmation “Aval de dirección” that you provided in the previous screen.
- Your personal supervisor (“tutor”) must be a Professor within the PhD Programme.
- You can add up to two Thesis supervisors (“director/es”). Exceptionally, when the Programme is managed by two or more universities (Co-supervised Thesis), national or not; within an Industry Mention; or when there are academic reasons, you can propose up to three Thesis Supervisors.
- If your Thesis supervisor(s) is not a Professor at UAM, you must fill out their personal data and attach their cv (either merged with the “Aval de Dirección” file or in the field “documentación complementaria”)
- Your thesis must be carried out within one or more lines of research of the requested PhD Programme, as shown in the application form. Please choose the closest one to your research.

IMPORTANT!: Your proposal will be sent to the Academic Comitee of the requested PhD Programme and they will either accept or deny your application, and they will assign you a personal supervisor (“tutor”) and a Thesis supervisor/s (“director/es”), which can be the ones you proposed or other ones.

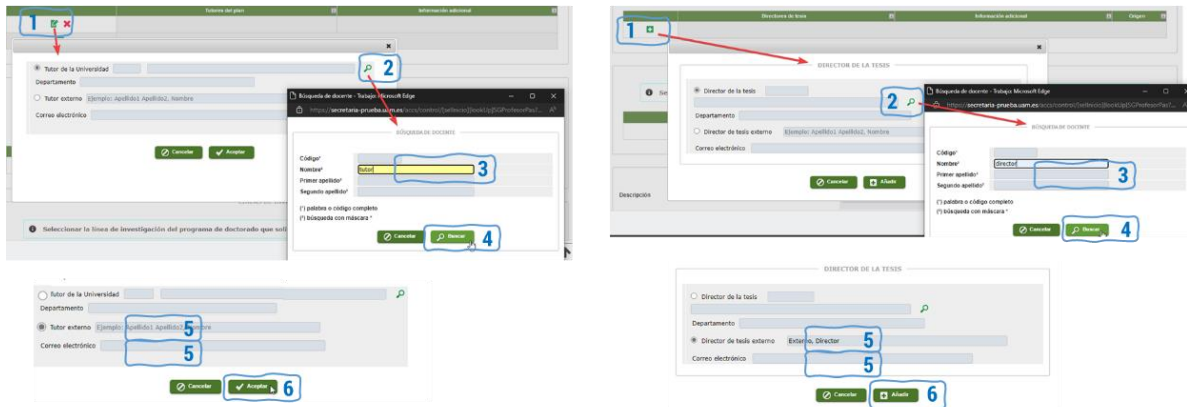
Proposal of personal supervisor (“tutor”) (1) and Thesis supervisor/s (“director/es”) (2) are quite similar. Click on  to open a pop-up window where you have to choose whether the person is a Professor at UAM or not. You must also choose the line of research using the button  (3).



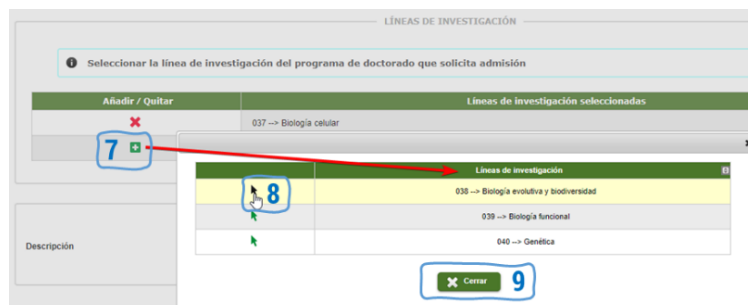
If your personal supervisor or your thesis supervisor (1) are Professors at UAM, you can add them using  (2), using key words to find them (3) and clicking on  (4).

Thesis supervisors from institutions other than UAM must be added filling their personal data (5) (Surname1 Surname2, Name) and their email address.

Click on  (6)



You must choose also your research line clicking on **+** (7), you will open a pop-up window with available research lines for your requested PhD Programme. Select the line closest to your research using **↔** (8) and click on **✕ Cerrar** (9).



Only if your Thesis' name is final, complete the field called "Descripción".

Once you are done, click on **➡ Siguiente** to get to the next tab.

"RESUMEN" TAB



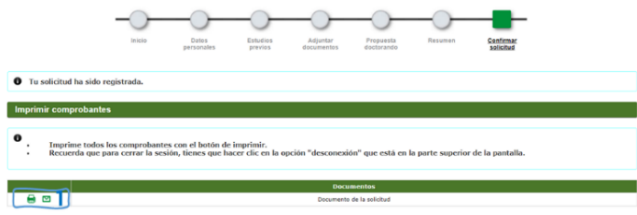
Here you will be able to see a summary of your application, with a list of the uploaded documents. Please check that everything is correct. Once you are sure, click on **➡ Siguiente** to get to the last tab, where you will confirm your application.

"CONFIRMAR SOLICITUD" TAB



Remember that you must reach this tab in order to successfully apply for a PhD Programme.

Here you can print your application (**🖨️**, 1) or send it via email (**✉️**, 1) to the email address you indicated in the tab "Datos personales".



APPLICATION FOLLOW UP AND MODIFICATION

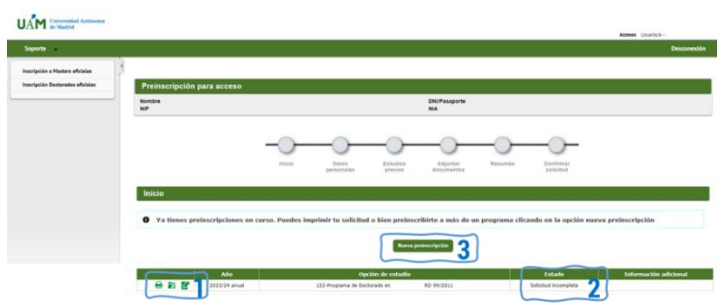
In order to modify your application or track its progress, you have to enter Sigma again. You will find the option to print (🖨️, 1), modify (✎️, 1) or consult the application (📄, 1).

You can also see the stage of your application (2) which can be:

- *Solicitada por el alumno:* The application was successfully submitted and is pending to be revised by the Administrative Unit at the Doctoral School.
- *Validada por la Administración:* Your application has passed the first part of the procedure (administrative review) and is waiting to be considered by the Academic Committee of the requested Programme.
- *Solicitud Incompleta.* Your application requires additional documents to be valid. We will indicate which documents have to be added or corrected.
- *Denegada por la Administración.* The documents submitted are not valid.
- *Admitida:* Your application has been approved by the Academic Comitee. You will receive an email with the Admission Letter and enrollment instructions. If you do not comple your enrollment within the deadlines provided, it will be considered as a resignation.
- *Concedido.* Your application has been approved and your profile is open for enrollment, following the instructions sent to you via email.
- *Lista de espera.* After being reviewd by the Academic Comitee, your application will be accepted as long as there are vacancies available after the enrollment period.

NEW APPLICATION

From the same screen you can start a new application for a different PhD Programme, clicking on **Nueva preinscripción** (3).



You can submit up to three applications, and you will have to choose their priority order.

IMPORTANT!: Documents uploaded in the latest application will replace the documents uploaded in previous applications, in common fields.

ANNEX I. REGISTRATION FOR NEW STUDENTS

Registration ("Registro") it's only necessary if you have never been a UAM student and your data is not in our system.

Using the link "[Registration](#)" (or clicking on the image on the right) you will get to a window where you must introduce your personal data.



Enter your identification data: nationality, Spanish DNI, NIE or Passport (1)

1.- If you are a Spanish national, please use your DNI number, including the final letter. If you don't have a DNI, you can't choose Spanish nationality. It is not possible to choose Spanish nationality but using your Passport as an identification number.

2.- If you are not a Spanish national, please use your Passport or your NIE (Residence permit). Numbers must be noted without blank spaces, or middle dash.

Enter your personal information (2).

3.- First Name and Surname (s) must be written with capital first letter.

4.- If your surname has the words 'de' 'la' 'del', they must be written all in lower case after the First Name or the previous surname. (ex.: Pedro Sánchez de la Cuesta will be introduced as [Pedro] [Sánchez de la] [Cuesta])

5.- Accent marks in Spanish names should be included, following the orthographic rules that apply.

6.- Capital letters must have accent marks if needed. (Ángel, Álvaro)

7.- Please don't use abbreviations or short names (M^a, Fco., Fdez.)


8.- Combined surnames must be separated with a middle dash.

Confirm your contact details (3). Please verify that the information is correct, because this information will be used by UAM for any notification (until you have a student's email address, after enrollment).

Create your password (4).

- At least 8 characters, at least one capital letter, one lower case letter and one number.
- You can only choose alphanumeric characters (A-Z), (a-z), (0-9) except accent marks or Ñ.
- It must not contain your ID number, name or surname.

Click on  (5) and you will open a new tab with the introduced information.

After verifying the information, click on  (1)

Datos Introducidos

Pulsando el botón "Continuar" verifica que los datos personales introducidos son correctos.
 Si desea hacer modificaciones puede volver a la pestaña anterior haciendo clic en el botón "Volver".

Nacionalidad
 Número de documento
 Tipo documento
 Nombre
 Primer apellido
 Segundo apellido
 Fecha de nacimiento
 Sexo
 Correo electrónico personal
 Teléfono de contacto

[← Volver](#) [Continuar 1](#)

On the new pop-up window, please note your NIA number (1), which you will need later on to enter the application platform, to gether with your password.

Click on [Finalizar 2](#) to finish your registration.

UAM
Universidad Autónoma de Madrid

Resumen

1

Solicitud de registro de usuario

Datos introducidos

Si usuario (NIA) **0000000 1**
 Tome nota de su número de identificación personal (NIA) que debe usar para interactuar con la universidad.

Nombre y apellidos
 Documento asignado
 Nacionalidad
 Fecha de nacimiento
 Sexo
 Correo electrónico personal
 Teléfono de contacto

Observaciones

El proceso de registro ha finalizado correctamente.
 Puede imprimir su registro pulsando el botón "Imprimir".
 Si desea continuar con el proceso pulse el botón "Finalizar" o en el siguiente enlace Aquí.
 Si tiene alguna duda o problema póngase en contacto con el Centro de Atención al Usuario pulsando el siguiente enlace Aquí.

2

Resumen de la solicitud

[Imprimir](#) [Finalizar 2](#)

ANNEX II. RECOVERING YOUR NIA AND/OR PASSWORD

If you have been a student at UAM or you have already registered before but you can't remember your user or password, you should not registered again. You can get them back [here](#).

In the pop-up window, please introduce your ID number (Spanish DNI, NIE or Passport) (1) and your birth date (2) and click on **✓ Aceptar** (3). Next window will show your NIA (4) and you will be able to create a new password (5) that you must verify (6).

- At least 8 characters, at least one capital letter, one lower case letter and one number.
- You can only choose alphanumeric characters (A-Z), (a-z), (0-9) except accent marks or Ñ.
- It must not contain your ID number, name or surname.

Click on **✓ Aceptar** (7) to create your new password (it may take some time to load).

If you are currently a student at UAM (you are enrolled), you must use your user and password to complete your application.

You can submit your application through [Sigma](#) > Mis aplicaciones > Accesos > Inscripción Doctorados Oficiales > Nueva preinscripción.

If you can't remember your access information, you can get it back [here](#). Click on “¿He olvidado la contraseña?” (1), write your UAM ID (xxx@estudiante.uam.es) (3) and click on “Aceptar” to create your new password.