

# VADEMECUM FOR PHD ENROLLMENT AT URV

Intended to the next PhD students in the group.

Please always refer to [http://www.doctor.urv.cat/futurs-estudiants/acces/en\\_index/](http://www.doctor.urv.cat/futurs-estudiants/acces/en_index/) for additional info.

## First step: Pre-registration

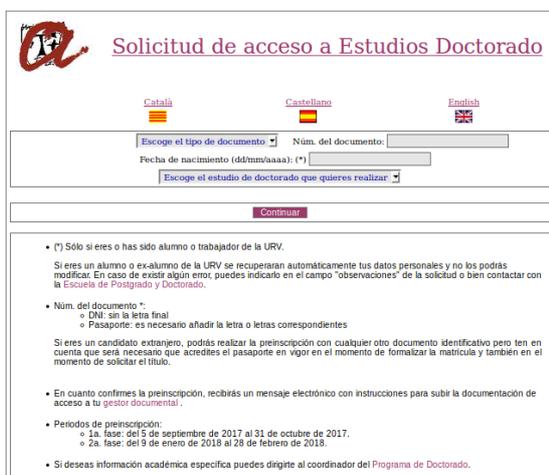
### Information/Documents needed:

1. Personal document;
2. Date of birth;
3. Type of PhD you are going to perform (in our case *Doctoral Programme in Chemical Science and Technology*)

### Process:

The very first step you have to perform is the compilation of the **Solicitud de acceso a Estudios Doctorado**.

You will find this form at the link <https://www.urv.cat/doctorat/alumne/index.jsp?idioma=3> or, if this link is not valid anymore, you can easily find the link on [http://www.doctor.urv.cat/futurs-estudiants/acces/en\\_index/](http://www.doctor.urv.cat/futurs-estudiants/acces/en_index/) under the sentence *pre-enrol online*.



**Solicitud de acceso a Estudios Doctorado**

Català Castellano English

Escoge el tipo de documento: Núm. del documento: Fecha de nacimiento (dd/mm/aaaa): (\*) Escoge el estudio de doctorado que quieres realizar:

Continuar

- (\*) Sólo si eres o has sido alumno o trabajador de la URV. Si eres un alumno o ex-alumno de la URV se recuperaran automáticamente tus datos personales y no los podrás modificar. En caso de existir algún error, puedes indicarlo en el campo "observaciones" de la solicitud o bien contactar con la Escuela de Postgrado y Doctorado.
- Núm. del documento \*:
  - DNI: sin la letra final
  - Pasaporte: es necesario añadir la letra o letras correspondientesSi eres un candidato extranjero, podrás realizar la preinscripción con cualquier otro documento identificativo pero ten en cuenta que será necesario que acredites el pasaporte en vigor en el momento de formalizar la matrícula y también en el momento de solicitar el título.
- En cuanto confirmes la preinscripción, recibirás un mensaje electrónico con instrucciones para subir la documentación de acceso a tu gestor documental.
- Periodos de preinscripción:
  - 1a. fase: del 5 de septiembre de 2017 al 31 de octubre de 2017.
  - 2a. fase: del 9 de enero de 2018 al 28 de febrero de 2018.
- Si deseas información académica específica puedes dirigirte al coordinador del Programa de Doctorado.

That's basically the tab you have to find. The **number of document** refers to what you have (Identity card, passport, ...) as well as to your correct **date of birth**.

Make sure you put the right number and the right date of birth since you will use them to enter the **Document Manager** (see **Step 2**).

After that, you should soon get an email from [phd@urv.cat](mailto:phd@urv.cat) stating that you can now access to the **Document Manager**, where you can upload the required documents.



Control d'accés

Usuari  
Contrasenya

Entrar

Si accedeixes per primera vegada a la Universitat Rovira i Virgili, podràs accedir amb el teu identificador (DNI/Passaport) i la clau d'accés inicial corresponent a la teva data de naixement, indicats a la sol·licitud de preinscripció. Tindràs accés a aquesta aplicació 30 minuts després d'haver formalitzat la teva preinscripció. El format del codi d'usuari és DNI 11111111-X (passaport tal com l'heu indicat a la preinscripció). El format de la clau d'accés és la data de naixement DD-MM-AAAA, exemple: 02-MAR-78. El mes MMM són les 3 primeres inicials del mes en català (GEN, FEB, MAR, ABR, MAJ, JUN, JUL, AGO, SET, OCT, NOV, DES). Recordeu posar els guions entre el dia, mes i any.

Si ja sou membre de la comunitat universitària de la Universitat Rovira i Virgili, podràs accedir amb el Codi d'Usuari i Clau d'accés que utilitzeu per entrar als Serveis Digitals de la Universitat (Intranet, Correu Electrònic, Campus Virtual, Revistes Electròniques, etc...)

Per canviar la clau d'accés, omple el següent formulari.  
En cas de no poder entrar en l'aplicació, omple el següent formulari

**Usuari** = number of document;

**Contrasenya** = date of birth (e.g. 19/09/93 → valid format: 19-SET-93).

To have got this email means that you have successfully accomplished the **pre-registration process**. Now let's move to the **admission process**.

## Second step: Admission – Online procedure

### Information/Documents needed:

1. Personal document;
2. Master degree;
3. Bachelor degree;
4. Master Transcript of records;
5. Bachelor Transcript of records;
6. Provisional Acceptance  
([http://www.doctor.urv.cat/media/upload/domain\\_455/arxius/Doctorands/Acord%20previ/ACORD\\_Ang.pdf](http://www.doctor.urv.cat/media/upload/domain_455/arxius/Doctorands/Acord%20previ/ACORD_Ang.pdf)) → Núria Vendrell will provide you the details.
7. Curriculum Vitae;
8. Documents required by the school of PhD (depending on your type of PhD, see [http://www.doctor.urv.cat/futurs-estudiants/oferta/en\\_index/](http://www.doctor.urv.cat/futurs-estudiants/oferta/en_index/)).

Translation or special requirements on the document depend on your country of origin. Check those aspects on [http://www.doctor.urv.cat/futurs-estudiants/acces/requisitos\\_extranjera\\_en/](http://www.doctor.urv.cat/futurs-estudiants/acces/requisitos_extranjera_en/).

### Process:

After almost 30 minutes (don't worry if you have to wait a bit more, that can happen) you can enter your **Document Manager**. The interface has the following aspect.

The screenshot shows the 'GesDoc' web interface for the 'Programa de Doctorat en Ciència i Tecnologia Química - (2017-18) - DOCTORAT'. The page lists various documents required for admission, each with a description, a file icon, and a download link. The documents include:

- Passaport vigent:** Si has realitzat la preinscripció amb un document identificatiu diferent del passaport, serà necessari que acreditis aquest últim en el moment de formalitzar la matrícula o sol·licitar el llibre. Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada.
- Títol oficial de Màster Universitari o equivalent o Certificat Acadèmic Personal que acrediti la superació d'un mínim de 60 crèdits de nivell de Màster:** Títol o bé comprovant d'haver-se pagat els crèdits d'assignatura o bé, si no disposes del títol, Certificat Acadèmic Personal on constin les assignatures superades, qualificacions i nombre d'horaccés de cadascuna d'elles i la nota mitjana de les assignatures superades. El llibre d'accés es pot presentar inicialment expressat originalment en anglès, francès, italià o portuguès, però s'haurà d'acceptar traduït oficialment al català o castellà, com a més tard, abans de la primera avaluació: 3 d'abril. El Certificat Acadèmic Personal es pot acceptar inicialment en anglès, francès, italià o portuguès sense traducció oficial al català o castellà. Requisits formals (libre d'accés per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial.
- Màster, Suplenent Europeu:** Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Màster, Suplenent:** Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Títol de Grau o equivalent que habiliti per l'accés a Màster Universitari:** Títol o bé comprovant d'haver-se pagat els crèdits d'assignatura. El llibre d'accés es pot presentar inicialment expressat originalment en anglès, francès, italià o portuguès, però s'haurà d'acceptar traduït oficialment al català o castellà, com a més tard, abans de ser avaluat el curs en què hagi formalitzat la primera matrícula de tutela acadèmica de tesi. Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Bachiller:** Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Certificat Acadèmic Personal o Suplement Europeu al Títol dels estudis de Màster Universitari o equivalent:** Certificat Acadèmic Personal o Suplement Europeu al Títol on constin les assignatures superades, qualificacions i nombre d'horaccés de cadascuna d'elles i la mitjana de les assignatures superades. Es pot acceptar inicialment en anglès, francès, italià o portuguès sense traducció oficial al català o castellà. Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Màster, Suplenent Europeu:** Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Certificat Acadèmic Personal o Suplement Europeu al Títol dels estudis de Grau o equivalent:** Certificat Acadèmic Personal o Suplement Europeu al Títol on constin les assignatures superades, qualificacions i nombre d'horaccés de cadascuna d'elles i la mitjana de les assignatures superades. Es pot acceptar inicialment en anglès, francès, italià o portuguès sense traducció oficial al català o castellà. Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Bachiller:** Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Acord previ d'acceptació del futur director de tesi doctoral i línia de recerca:** Aquest document l'haurà d'anar signat pel seu futur director de tesi doctoral, un cop hagi mantingut una reunió de tutoria de tesi amb ell/ella. Pots trobar el model aquí.
- Prev. Acceptance:** Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Curriculum vitae:** Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- CV:** Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Documentació específica que requereixi el programa de Doctorat:** Consulta els requisits específics al catàleg registret de la nostra web: <http://www.doctor.urv.cat/futurs-estudiants/oferta/7703/acces-4/admissio/>
- FCCE:** Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- PET:** Requisits formals (per formalitzar la matrícula): Original i fotocòpia o fotocòpia computada i traducció oficial, si s'escau.
- Documentació a pagar per l'Escola de Postgrau i Doctorat (Curs d'admissió):** Aquí trobareu documents pagueu per l'Escola de Postgrau i Doctorat relatiu a la seva admissió, en cas que siguin necessaris.
- Documentació a pagar per la Coordinació del Programa (Declaració de compromís Fixa de Complementes de Formació):** Aquí trobareu documents pagueu per la Coordinació relatiu a la seva admissió, en cas que siguin necessaris.

Under each requirement you must upload the scan of your documents. Depending on your country, they can ask for a **sworn translation** of the master degree or not. Anyway, if you are European, your original documents should be enough (at least if they are issued in English) and then, in case of additional requirements, you will receive an additional email stating that you have been accepted, but with **pending documentation**.

When you manage to upload all the required documents you should receive this email

Dear [REDACTED],

We have confirmed that you have uploaded the basic required documentation and we inform you that the Academic Committee / Coordinator of the **Doctoral Programme in Chemical Science and Technology** will now evaluate your application.

Depending on the extent to which your application meets the specific admission criteria for the Doctoral Programme, you will be:

Admitted on academic grounds --> this happens if the Academic Committee / Coordinator has evaluated your application and decided to admit you onto the Doctoral Programme.

Admitted on academic grounds but with bridging course requirement --> this happens if the Academic Committee / Coordinator has evaluated your application and has decided to admit onto the Doctoral Programme provided you first successfully complete a series of subjects as bridging courses.

Placed on a waiting list --> this happens if you have been admitted and are eligible to register but have not yet been given a place on the course due to the order of priority established by the Coordinator / Academic Committee.

Excluded on academic grounds --> this happens if the Coordinator / Academic Committee rejects your application.

You can check your status and whether your documents comply with [the requirements](#) via the [document manager](#).

If you need any further information, please do not hesitate to contact us.

Yours sincerely,

Escola de Postgrau i Doctorat  
<http://www.doctor.urv.cat/escola-de-doctorat/index/>  
C/ Marcel·lí Domingo, 2-4-6  
Edifici N5  
43007 Tarragona  
Tel. 977 558831

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[www.urv.cat](http://www.urv.cat)   

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[Vegeu-ne les condicions legals](#)

Then, if the documents you have uploaded are correct (at least for the first step of the process), you will be admitted in URV as a PhD student.

Dear [REDACTED],

We are pleased to inform you that the Coordinator / Academic Committee of the **Doctoral Programme in Chemical Science and Technology** has evaluated your application and documentation and has decided to admit you to the doctoral programme on academic grounds.

You have also been assigned the following by the Coordinator / Academic Committee:

Dr [REDACTED] as your thesis supervisor.

Dr [REDACTED] as your thesis tutor.

[REDACTED] as your research line.

**Full Time**, in accordance with what you requested when you pre-registered.

We will now check the documentation that you have presented so far and, if it is correct, we will send you an email with instructions on how to complete the online self-registration process. If the documentation is not correct, we will tell you what you need to do to ensure that it complies with the [formal requirements](#).

If you need a letter confirming your admission so that you can apply for a study visa, you can find the standard letter that we issue [here](#).

As soon as you confirm that this letter meets your needs, we will prepare it for you and upload it onto your [document manager](#) in the section entitled 'Documentation to be uploaded by the Postgraduate and Doctoral School (Letter of admission)'.

If you need the original document, we can send you a paper copy in accordance with your specific instructions by courier, although you should be aware that you will have to pay for any postage costs.

Remember that the Universitat Rovira i Virgili closes during the following periods and that letters of admission cannot be prepared at these times:

- Christmas: 23 December 2017 to 8 January 2018.
- Easter: 26 March to 3 April 2018.

If you need any further information, please do not hesitate to contact us.

Yours sincerely,

Escola de Postgrau i Doctorat  
<http://www.doctor.urv.cat/escola-de-doctorat/index/>  
C/ Marcel·lí Domingo, 2-4-6  
Edifici N5  
43007 Tarragona  
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In case the documents are not enough to accomplish the whole process (e.g. requirement of **sworn translation** of Master Degree) you will be admitted with **pending documentation**. Anyway you must get a notification for that, as in the following email.

Dear [REDACTED],

We are pleased to inform you that the Coordinator / Academic Committee of the Doctoral Programme in Chemical Science and Technology has evaluated your application and documentation and has decided to admit you to the doctoral programme on academic grounds, even though you have not yet presented all the necessary documentation in accordance with the [formal requirements](#).

This means that you have a place reserved on the course for the 2017-18 academic year; however, you will not be able to complete the registration process until you present the following documents in accordance with the formal requirements via the [document manager](#):

**0 Sworn translation into Spanish of the Master's degree:** Translation must be done by a sworn translator of the Spanish Ministry of Foreign Affairs and Cooperation. You can find the list here: <http://www.exteriores.gob.es/PORTAL/ES/SERVICIO/SALCIUDADANO/Paginas/Traductores---Int%C3%A9rpretes-Jurados.aspx>

As soon as you have this documentation you must upload it onto the document manager before the last day of the registration period for your course. You can enter the document manager to find out on which date the registration period ends and to check whether your documents comply with these requisites.

When you have done this, we will send you an email to inform you that your registration status has changed from Admitted pending documentation to Admitted pending presentation of original documents. You can consult the calendar [here](#).

You can enter the document manager to check the change of status to your pre-registration process.

If you need any further information, please do not hesitate to contact us.

Yours sincerely,

Escola de Postgrau i Doctorat  
Universitat Rovira i Virgili

A/e: [phd@urv.cat](mailto:phd@urv.cat)  
Tel: 977 558 831

Edifici N5  
C/ Marcel·lí Domingo, 2-4-6  
Campus Sescelades  
43007 - Tarragona



[www.urv.cat](http://www.urv.cat)   

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When you get what they ask, you must upload the required document again in the **document manager**. Then you should wait for an additional email, stating that you have been admitted pending presentation of the **original documents**.

In case this step takes time, you can go to ask directly to the **PhD School** on

**Monday to Friday from 10 a.m. to 1 p.m**

**N5 building, Sescelades Campus  
C/ Marcel·lí Domingo, 2-4-6. 43007 Tarragona**

The process should work without your direct operation, but, if it requires too much time (let's say 2 weeks after your successive upload), you can go there and push a bit.

Performed the online upload, you will get a final email, asking for your original documents.

Dear [REDACTED],

We have confirmed that you have uploaded all of the necessary documentation to the document manager. To complete the registration process, you must now present the original versions and copies of these documents or the original attested copies of these documents to the Secretary's Office of the Campus/Faculty/School where your Doctoral Programme in **Doctoral Programme in Chemical Science and Technology** will be taught.

The contact details for this Secretary's Office are:

Secretaria de Gestió Acadèmica de Campus Sescelades / Secretaria de Gestió Acadèmica de Campus Sescelades / Sescelades Campus Secretariat for Academic Management  
[WEB \(CAT\) / WEB \(ESP\) / WEB \(ENG\)](#)  
C/ Marcel·lí Domingo, nº1, 43007 Tarragona  
Tel. 977 297001  
A/e: [doctorat.scs@urv.cat](mailto:doctorat.scs@urv.cat)

If you present the original documents or the attested copies at the secretary's office, you must first send scanned copies of these documents to [phd@urv.cat](mailto:phd@urv.cat) so that we can check that the attested copies are valid.

The deadline for submitting this documentation is the last day of the registration period for your course. You can enter the [document manager](#) to find out on which date the registration period ends and to check whether your documents comply with these requisites.

When you have done this, we will change your registration status from Admitted pending presentation of original documents to Permitted to access the registration process. This will mean that you can complete the registration process. We will also send you an email with all the information regarding the registration process.

If you do not present the documentation required within the specified period, your status will be changed to Excluded on technical grounds because you have not presented the required documentation within the specified period.

If you are still interested in studying on this or any other Doctoral Programme, you will have to repeat the pre-registration process.

If you need any further information, please do not hesitate to contact us.

Yours sincerely,

Escola de Postgrau i Doctorat  
<http://www.doctor.urv.cat/escola-de-doctorat/index/>  
C/ Marcel·lí Domingo, 2-4-6  
Edifici N5  
43007 Tarragona  
Tel. 977 558831

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Now you are ready for the **third step**.

## Third step: Admission – Original documents

### Information/Documents needed:

1. Personal document + **copy**;
2. Master degree + **copy**;
3. Bachelor degree + **copy**;
4. Master Transcript of records + **copy**;
5. Bachelor Transcript of records + **copy**;
6. Sworn translation of your Master Degree + **copy** (see *admitted with pending documentation*)

Make sure you do have one copy of each document reported above: they will ask for it!

### Process:

Now you just need to go to the Secretary's Office and bring the original documents you uploaded, **plus a copy of each**.

The location and opening hours of that office is

**Mornings: Monday to Friday from 10.00 to 13.00**

**Afternoons: Monday, Wednesday and Thursday from 16.00 to 17.30**

**N3 building, Sescelades Campus  
C/ Marcel·lí Domingo, 2-4-6. 43007 Tarragona**

After that, you are ready for the next and, perhaps, last step: the **registration**. You make sure you reached this step receiving the following email.

Dear [REDACTED],

We are pleased to inform you that you have been admitted onto the **Doctoral Programme in Chemical Science and Technology** for the 2017-18 and that you will be able to complete the registration process during the specific period established for this purpose. You can consult the calendar [here](#).

We would like to welcome you to our University and to thank you for choosing the URV to pursue your doctoral studies. We would also like to provide you with some important information regarding the registration process.

**Completion of registration process :**  
You must complete the registration process [online](#). You should refer to the [demo](#) to see how to carry out this process.  
If you detect any errors in your registration after you have completed it, you have a further five calendar days to rectify them.

**Academic information :**  
If you wish to register as a [part-time student](#), you must choose this option when you register online, provided that you stated this when you pre-registered for the course and that this has been approved by the Coordinator / Academic Committee.

**Economic information :**  
You can find information relating to [prices, fees and exemptions](#) and [methods and terms of payment](#).

**Registration documentation :**  
Remember that the deadline for presenting all your [registration documentation](#) is the last day of the registration period for your course. You can consult the calendar [here](#).

**Administrative procedures :**  
Click [here](#) for all information on the different administrative procedures that you can request as a doctoral student.

**URV email address and digital services :**  
After you have completed the registration process, the URV will generate an account for you so that you have access to an institutional email address and other digital services at the University. The account will be operative 24 hours after you register and you can access it through the URV's Intranet. You can find out how to access your account [here](#).  
Once you have access the Intranet, click on "Correu electronic" to access your URV email account. It is important that you check this account regularly because we will use it to send important information to you during your time at the URV.

**URV Card :**  
After you have registered you can apply for a URV Card. Click [here](#) to learn about its benefits and how you can apply for one  
If you need any further information, please do not hesitate to contact us.

Yours sincerely,

Secretaria de Gestió Acadèmica de Campus Sescelades / Secretaría de Gestión Académica de Campus Sescelades / Sescelades Campus Secretariat for Academic Management  
[WEB \(CAT\)](#) / [WEB \(ESP\)](#) / [WEB \(ENG\)](#)  
C/ Marcel·lí Domingo, nº1, 43007 Tarragona  
Tel. 977 297001  
A/e: [doctorat.scs@urv.cat](mailto:doctorat.scs@urv.cat)  
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[Vegeu-ne les condicions legals](#)

## Fourth step: Registration

### Information/Documents needed:

At this step you don't need anything but money! You will be asked to pay for your tuition fee which, in case you are in a standard condition, will be a bit more than 700€.

These money will be paid back by ICIQ, so make sure you keep the receipt of this payment. In case you don't have enough money, perhaps ICIQ can directly pay for it. Ask Núria Vendrell.

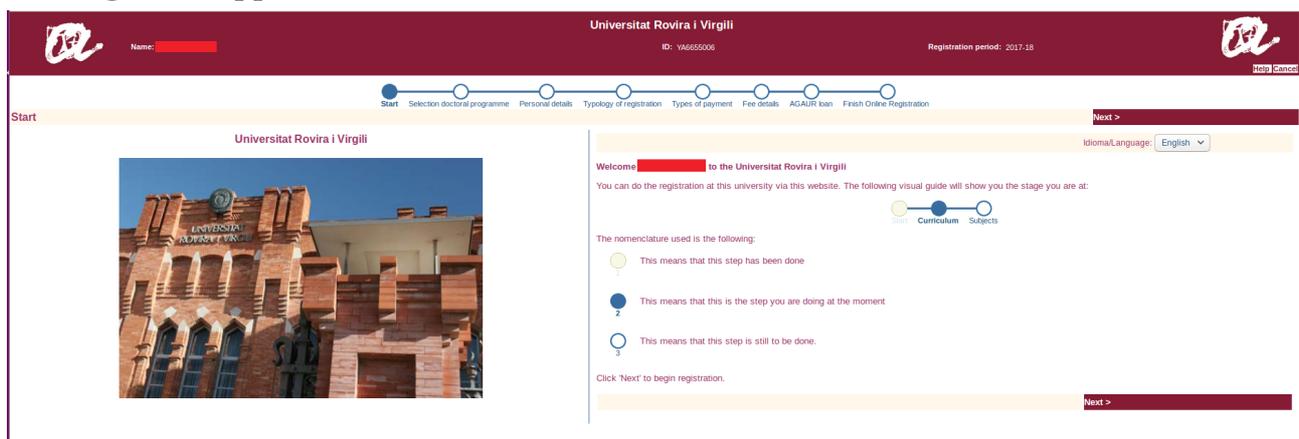
### Process:

In the previous email (see pag. 5), you need to look for “*you must complete the registration process online*”.

This will open this tab



where you have to press on *INICIAR L'AUTOMATRICULA*. If you don't do that, nothing will happen!



You made it! Now you have just to check (perhaps modify) your personal data and to pay the fee. Make sure you do it according to the **registration deadline**. That should be all for that! Welcome to ICIQ and, if you have any doubt, just ask your older colleagues or, eventually, Nùria.