



UNIVERSITAT DE VIC  
UNIVERSITAT CENTRAL  
DE CATALUNYA

# MANUAL TO APPLY FOR DOCTORAL STUDIES WITH “UACADÈMIC”



UVic-UCC application for doctoral studies



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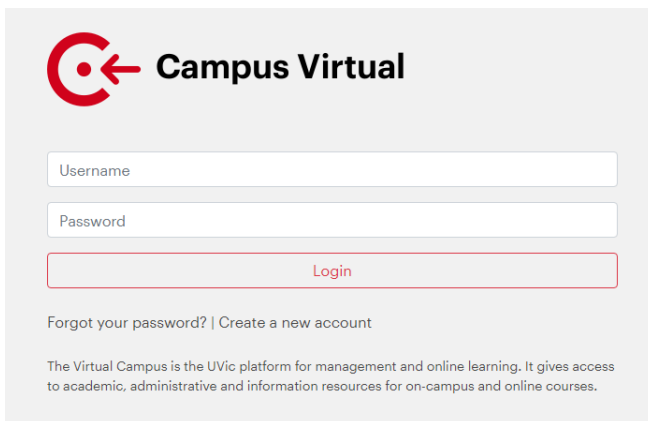
## Before applying

- If you already have access to the Virtual Campus, log in with your username and password.
- If you already have access to the Virtual Campus but you do not remember the password, click "**Forgot your password?**"
- If you do not have an active user account for the Virtual Campus, click [here](#) to create a new account. Once created, do not forget to activate it.

## Application process

### 1. Login to the Virtual Campus

Login to the Virtual Campus with your username and password:



The screenshot shows the login interface for the Virtual Campus. At the top left is the 'Campus Virtual' logo, which consists of a red circle with a white arrow pointing left. Below the logo are two input fields: 'Username' and 'Password'. A red 'Login' button is positioned below the password field. Underneath the button, there are links for 'Forgot your password?' and 'Create a new account'. At the bottom, a small paragraph explains that the Virtual Campus is the UVic platform for management and online learning, providing access to academic, administrative, and information resources.

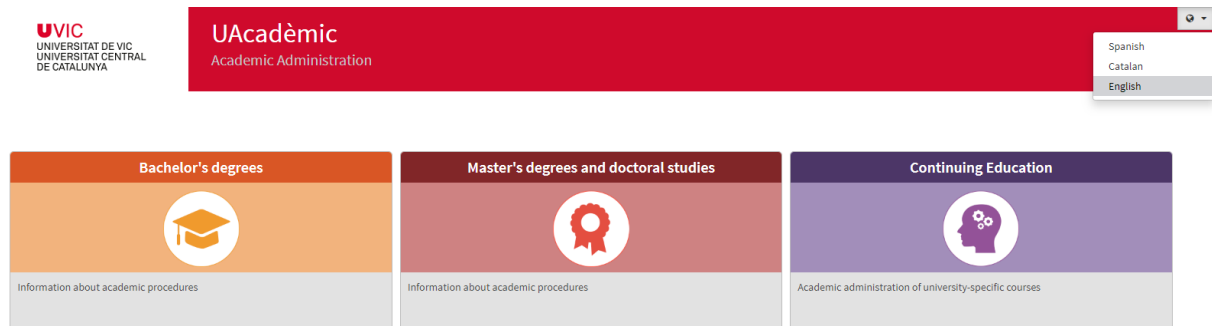
### 2. Go to "UAcadèmic" app

Select the UAcadèmic icon on the main page of the Virtual Campus in order to enter the online academic procedures section.

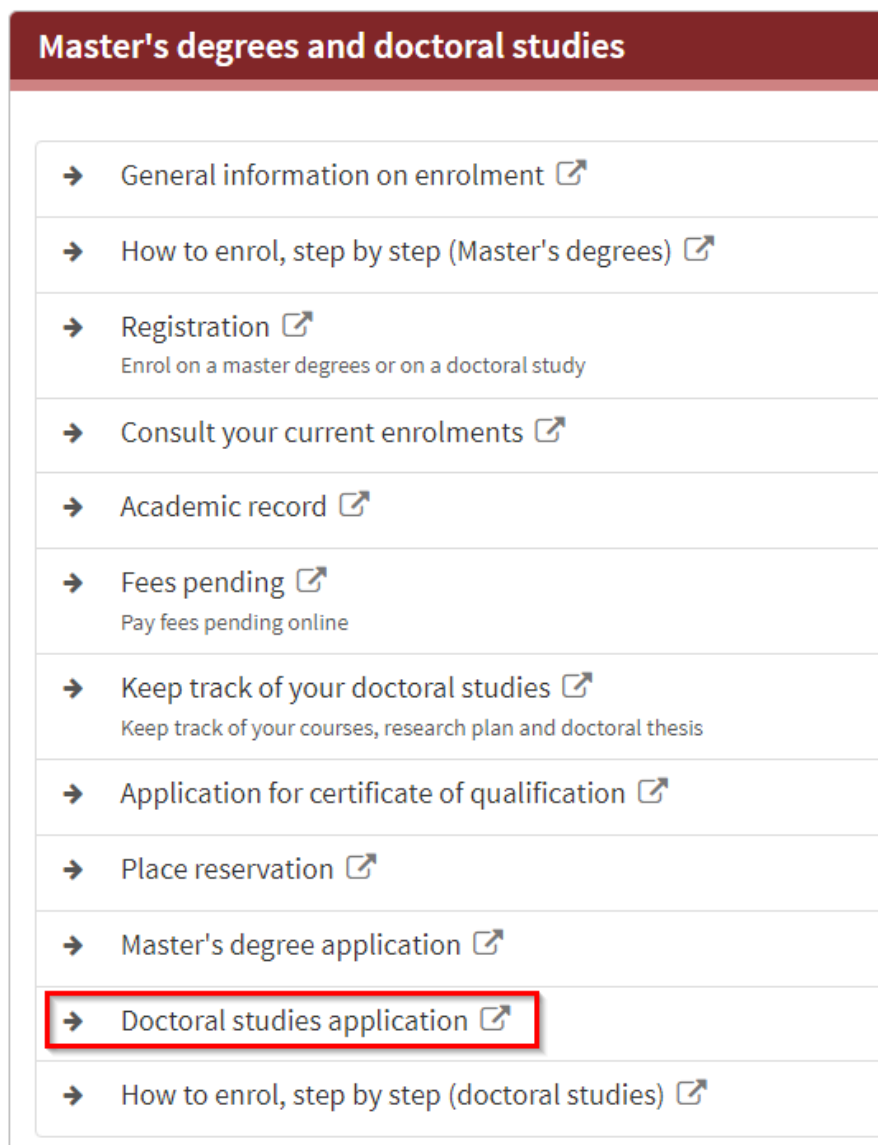


### 3. Access to doctoral studies

Choose the language and click “Master's degrees and doctoral studies”:

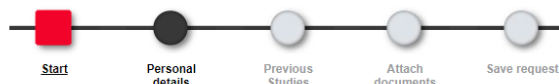


### 4. Select Doctoral studies application



## 5. Select your study option

Select the doctoral programme to which you wish to apply:



**i** Select the courses you wish to take.

Study Option

- Bioinformatics
- Comprehensive Care and Health Services
- Educational Innovation and Intervention
- Experimental Sciences and Technology
- Gender Studies: Culture, Society and Politics
- Law, Economics and Business
- Medicine and Biomedical Sciences
- Translation, Gender and Cultural Studies

## 6. Select your permanence regime

Select the dedication to the doctoral studies (full-time or part-time) using the option “Academic modality”:



**i** Select the courses you wish to take.


Study Option Translation, Gender and Cultural Studies

Academic modality  Request Full-time.  Request Part-time.

## 7. Read and accept the data protection policy

In order to continue with the application process, check the box that confirms that you have read and accepted the data protection policy:

- Data processing is carried out under the authority of the Balmes University Foundation, which is the UVic-UCC proprietor. The purpose is to offer services for the organisation and provision of information on courses and services, and to carry out UVic-UCC promotional campaigns. - Data will be managed, with the consent of the person concerned, for organisation and provision of information on courses and services, and for carrying out UVic-UCC promotional campaigns. - Data will only be passed to centres with which UVic-UCC has agreements for organisation of courses of interest to the person concerned. - You may exercise your right to access, rectification, deletion, restriction of use and opposition to processing of your data at any time. Consult further details on data protection.

I have read and accept the Data protection notice 



## 8. Enter your personal information

Enter your personal details, address and birth information:

**Pre-registration for access**

Name and Surname	Major (First Name)	DNI/Passport	Official Doctorates
NIP	Second Name	NIA	
Study Option	Academic year	Type of studies	
Academic year	2019/20		

Start **Personal details** Previous Studies Attach documents Doctoral proposal Save request

**PERSONAL DETAILS**

ID number (ID, passport, etc.)

First Name

Second Surname

Nationality

E-mail address

Document type

Surname

Gender

Personal E-mail address

Male Female

**ADDRESS**

Country

Postcode/Zip Code

City / Town

Province / State

Address (street, n°)

Phone (including country and area code)

Mobile (Cellular) Telephone (including country code)

**BIRTH DETAILS**

Date of birth

Country

Postcode/Zip Code

City / Town

Province / State

dd/mm/yyyy

(Do not include any spaces or special characters, for example -)

(Do not include any spaces or special characters, for example -)

Go back Next

## 9. Enter previous studies

Enter all the required information about the studies that give you access to the doctorate:

**Pre-registration for access**

Name and Surname	Major (First Name)	DNI/Passport	Official Doctorates
NIP	Second Name	NIA	
Study Option	Academic year	Type of studies	
Academic year	2019/20		

Start Personal details **Previous Studies** Attach documents Doctoral proposal Save request

**INFORMATION OF THE PREVIOUS STUDY**

Select the appropriate type of the previous study, then proceed to enter the information requested

- Master's degree issued by a Spanish University
- Master obtained abroad
- DEA (Research)
- Specialist Health Sciences (ECS)
- 2 years of positive evaluation in Specialist Health Sciences (ECS)
- Doctor's degree issued by a Spanish University
- Studies Approved by the Spanish Ministry of Education
- Engineering/Bachelor/Architecture (previous to EEES / MECES Level 3)
- Degree (300 ECTS)

**STATUS OF THE PREVIOUS STUDY**

Last academic course completed

Has completed the previous study provided:

Title issue date:

2019/20

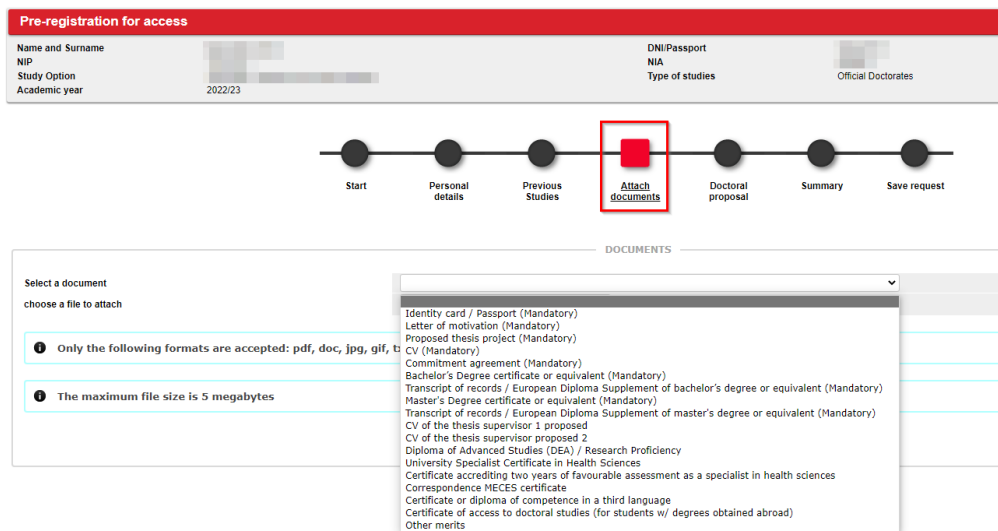
Yes No

Go back Next

If you have not completed the studies that give you access to the doctorate, you must inform it in the status of the previous studies and continue with the application process. On the next screen, you will have to submit your current academic record in the following sections: *Master's Degree certificate* and *Transcript of records / European Diploma Supplement of master's degree*. If you are admitted to the programme, you will be able to reserve a place and once you finish your studies you will have to submit the access documentation and will be able to complete your enrolment.

## 10. Attach the required documentation

Attach all the documentation **marked as mandatory** and complete it, if applicable, with other documents from the drop-down menu.



**Pre-registration for access**

Name and Surname: [Redacted] DNI/Passport: [Redacted]  
 NIP: [Redacted] NIA: [Redacted]  
 Study Option: [Redacted] Type of studies: [Redacted]  
 Academic year: 2022/23 Official Doctorates: [Redacted]

Start Personal details Previous Studies **Attach documents** Doctoral proposal Summary Save request

Select a document  
 choose a file to attach

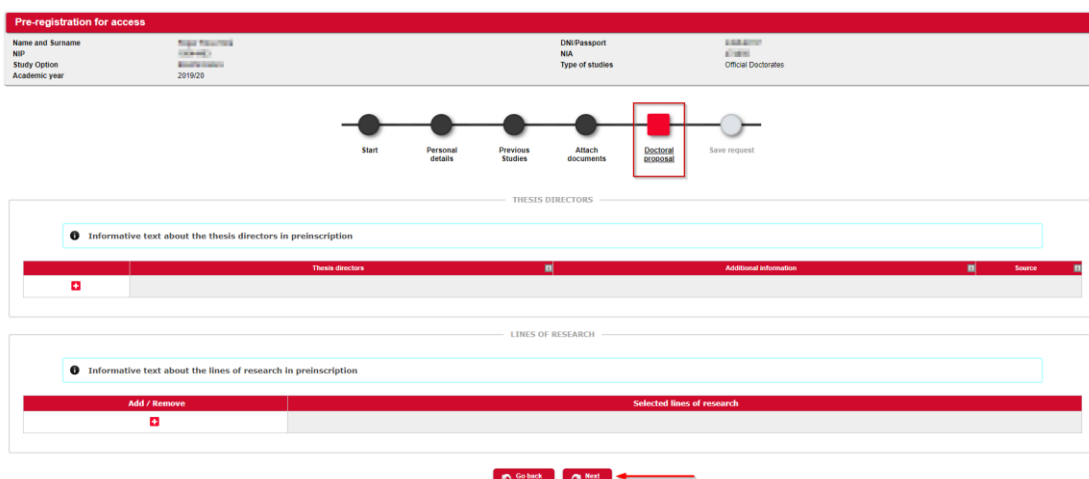
① Only the following formats are accepted: pdf, doc, jpeg, gif, t  
 ② The maximum file size is 5 megabytes

DOCUMENTS

- Identity card / Passport (Mandatory)
- Letter of motivation (Mandatory)
- Proposed thesis project (Mandatory)
- CV (Mandatory)
- Commitment agreement (Mandatory)
- Bachelor's Degree certificate or equivalent (Mandatory)
- Transcript of records / European Diploma Supplement of bachelor's degree or equivalent (Mandatory)
- Master's Degree certificate or equivalent (Mandatory)
- Transcript of records / European Diploma Supplement of master's degree or equivalent (Mandatory)
- CV of the thesis supervisor 1 proposed
- CV of the thesis supervisor proposed 2
- Diploma of Advanced Studies (DEA) / Research Proficiency
- University Specialist Certificate in Health Sciences
- Certificate accrediting two years of favourable assessment as a specialist in health sciences
- Correspondence MECES certificate
- Certificate or diploma of competence in a third language
- Certificate of access to doctoral studies (for students w/ degrees obtained abroad)
- Other merits

## 11. Applicant proposal

In this section you can propose one or more thesis directors as well as the line of research to which you want to link your thesis project. This section can be skipped if you do not have any proposal.



**Pre-registration for access**

Name and Surname: [Redacted] DNI/Passport: [Redacted]  
 NIP: [Redacted] NIA: [Redacted]  
 Study Option: [Redacted] Type of studies: [Redacted]  
 Academic year: 2019/20 Official Doctorates: [Redacted]

Start Personal details Previous Studies Attach documents **Doctoral proposal** Save request

THESES DIRECTORS

① Informative text about the thesis directors in preinscription

Thesis directors	Additional information	Source
[Redacted]	[Redacted]	[Redacted]

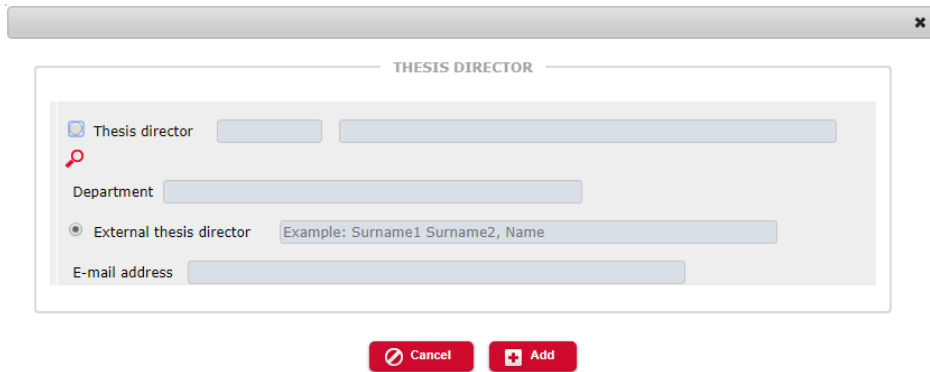
LINES OF RESEARCH

① Informative text about the lines of research in preinscription

Add / Remove	Selected lines of research
[Redacted]	[Redacted]

Go back Next

If the thesis director belongs to the UVic-UCC, use the search option (magnifying glass icon) and select it from the list. If the thesis director is external, please, enter his/her name, surname(s) and email address:



**THESIS DIRECTOR**

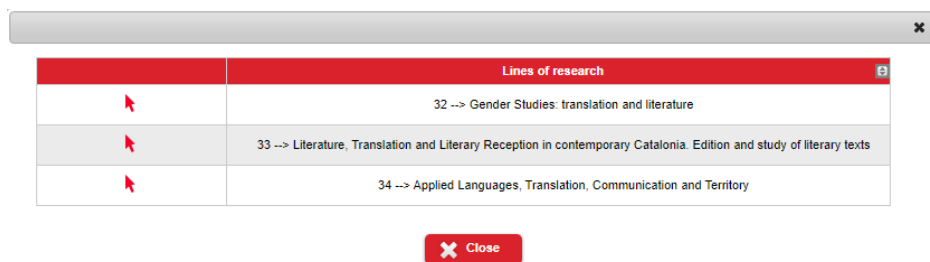
Thesis director

External thesis director

Department

E-mail address

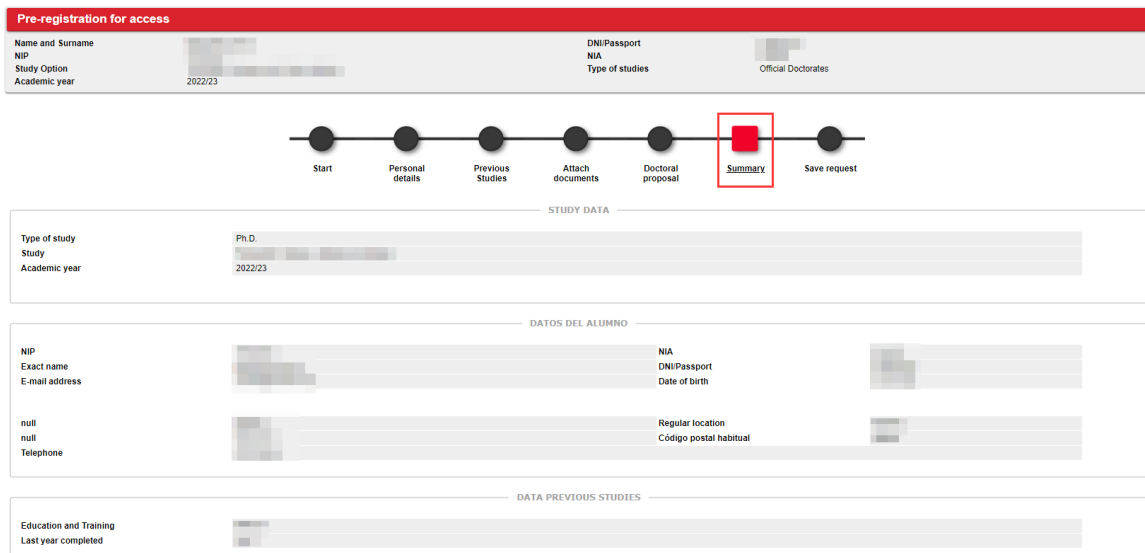
Select the line of research to which you want to link your thesis project, if applicable:



Lines of research	
↑	32 --> Gender Studies: translation and literature
↑	33 --> Literature, Translation and Literary Reception in contemporary Catalonia. Edition and study of literary texts
↑	34 --> Applied Languages, Translation, Communication and Territory

## 12. Review all the information and documentation provided

In the summary screen you can review all the information and documentation provided in the application process. If you detect any error, you can go back and correct it before confirming your application.



**Pre-registration for access**

Name and Surname   
 NIP   
 Study Option   
 Academic year

DNI/Passport   
 NIA   
 Type of studies   
 Official Doctorates

Start  
  Personal details  
  Previous Studies  
  Attach documents  
  Doctoral proposal  
  **Summary**  
  Save request

**STUDY DATA**

Type of study   
 Study   
 Academic year

**DATOS DEL ALUMNO**

NIP   
 Exact name   
 E-mail address

DNI/Passport   
 NIA   
 Date of birth

Regular location   
 Código postal habitual

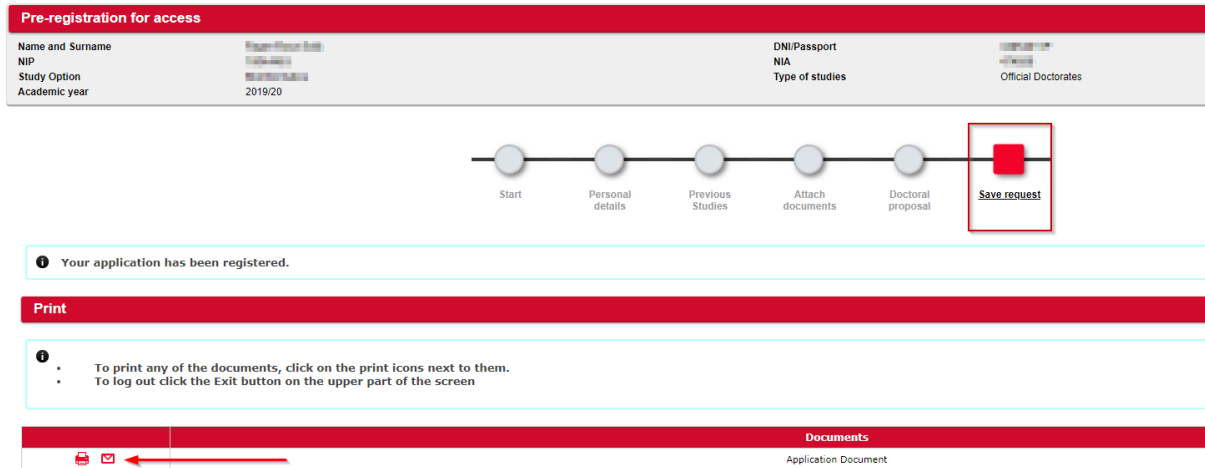
**DATA PREVIOUS STUDIES**

Education and Training   
 Last year completed

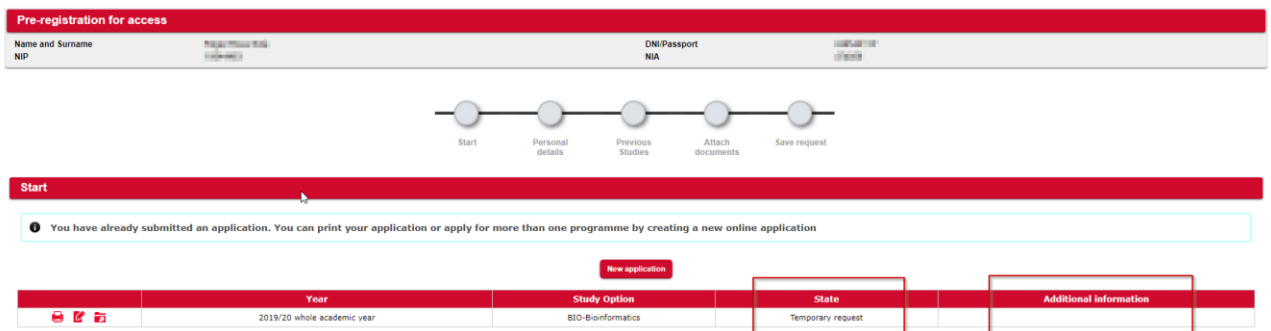


### 13. Confirm the application request

At this point you will have successfully completed your application request for doctoral studies. You will be able to print the receipt of the application and send it by email.




In order to track your application, please access the Virtual Campus, *UAcadèmic > Master's degree and doctoral studies > Doctoral studies application*. In this section you will be able to check the status of your application, as well as the observations made by the Academic Administration staff related to your application request.



Year	Study Option	State	Additional information
2019/20 whole academic year	BIO-Bioinformatics	Temporary request	

### Academic Administration support

Please, don't hesitate to contact the Academic Administration staff if you have any question about the application process or if you experience any system error:


 938 815 503


[doctorats@uvic.cat](mailto:doctorats@uvic.cat)