UVIC

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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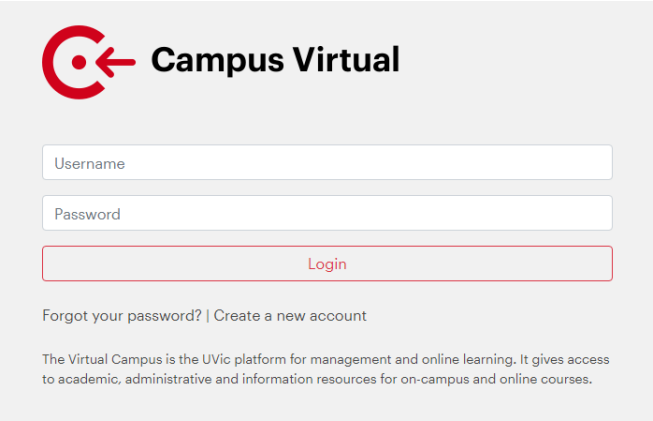
Before applying

- 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:

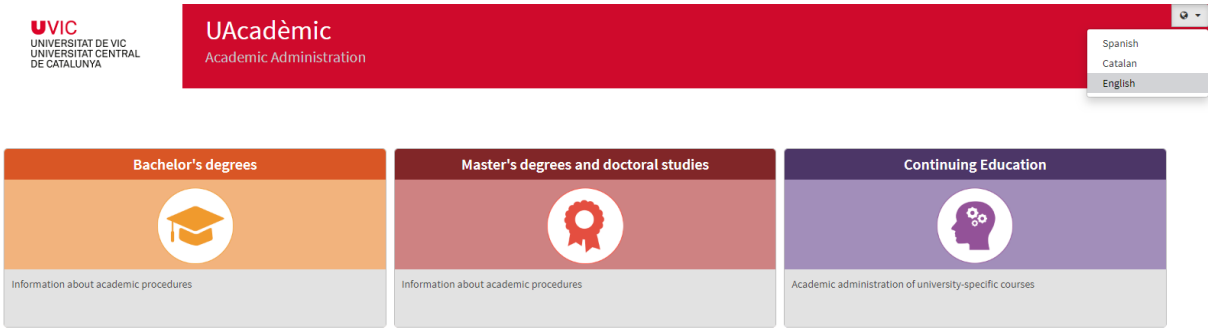


2. Go to “UAcadèmic” app

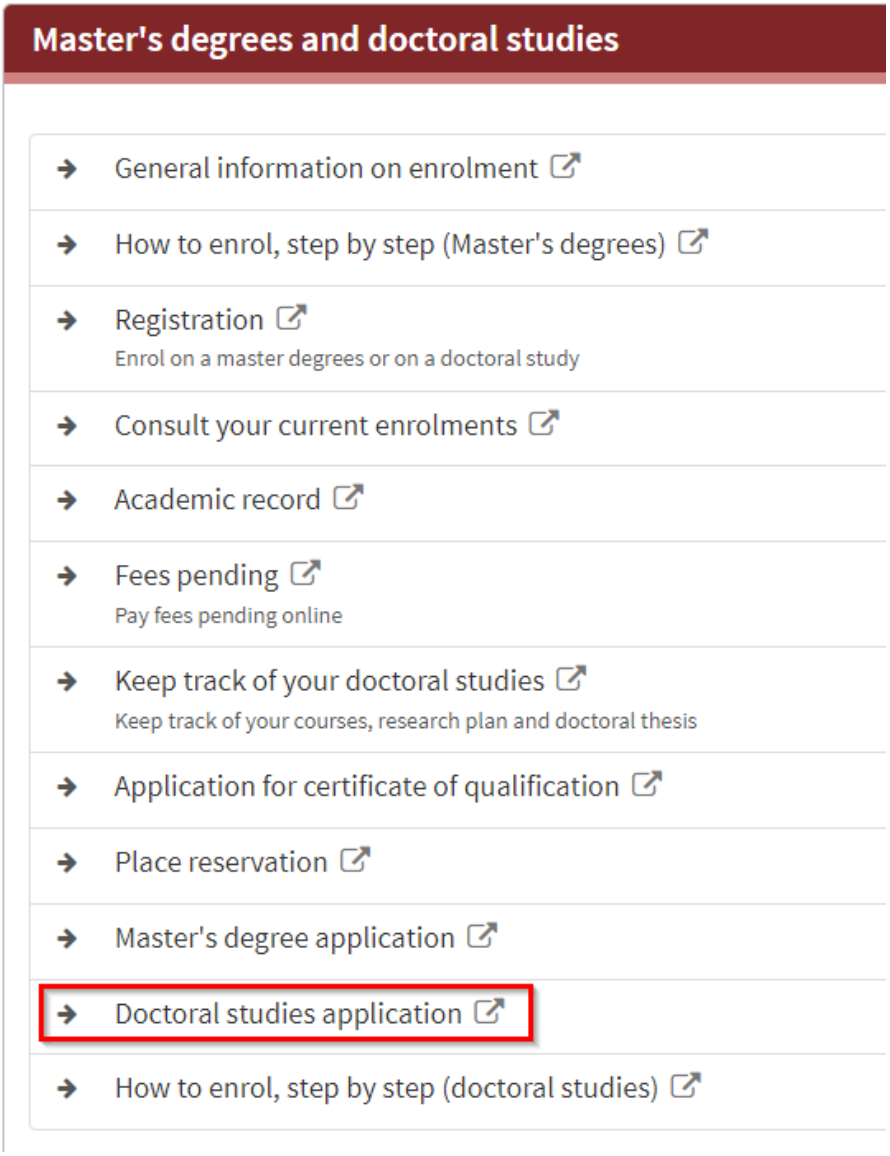
Select the UAcadèmic icon on the main page of the Virtual Campus in order to enter the online academic procedures section.

3. Access to doctoral studies

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

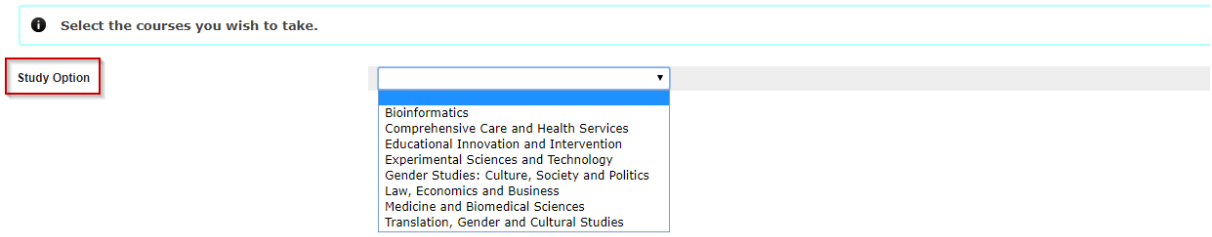


4. Select Doctoral studies application



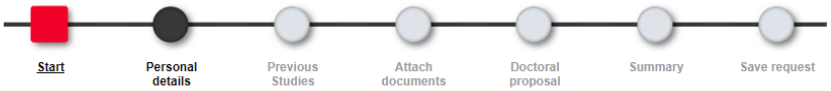
5. Select your study option

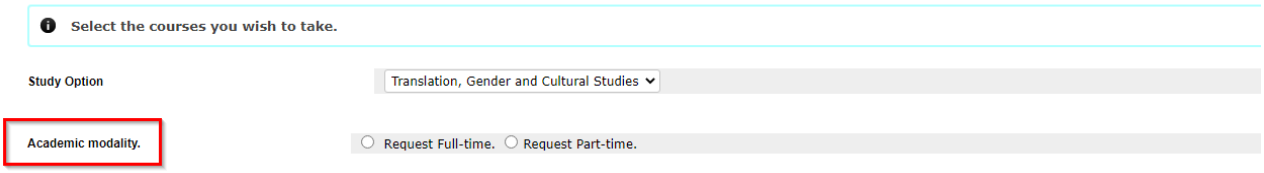
Select the doctoral programme to which you wish to apply:



6. Select your permanence regime

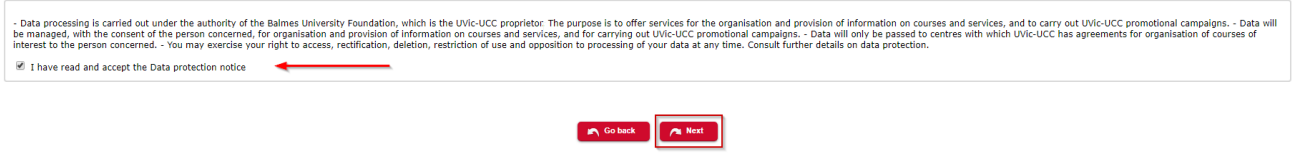
Select the dedication to the doctoral studies (full-time or part-time) using the option "Academic modality":





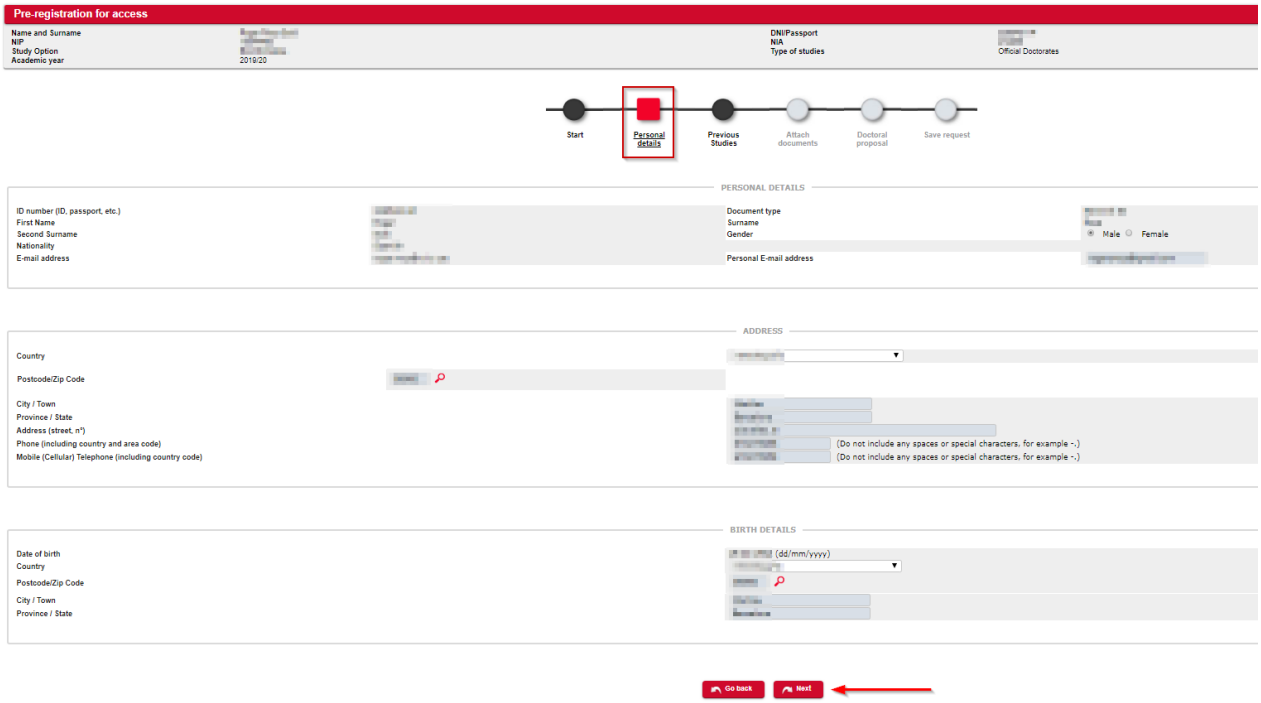
7. Read and accept the data protection policy

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



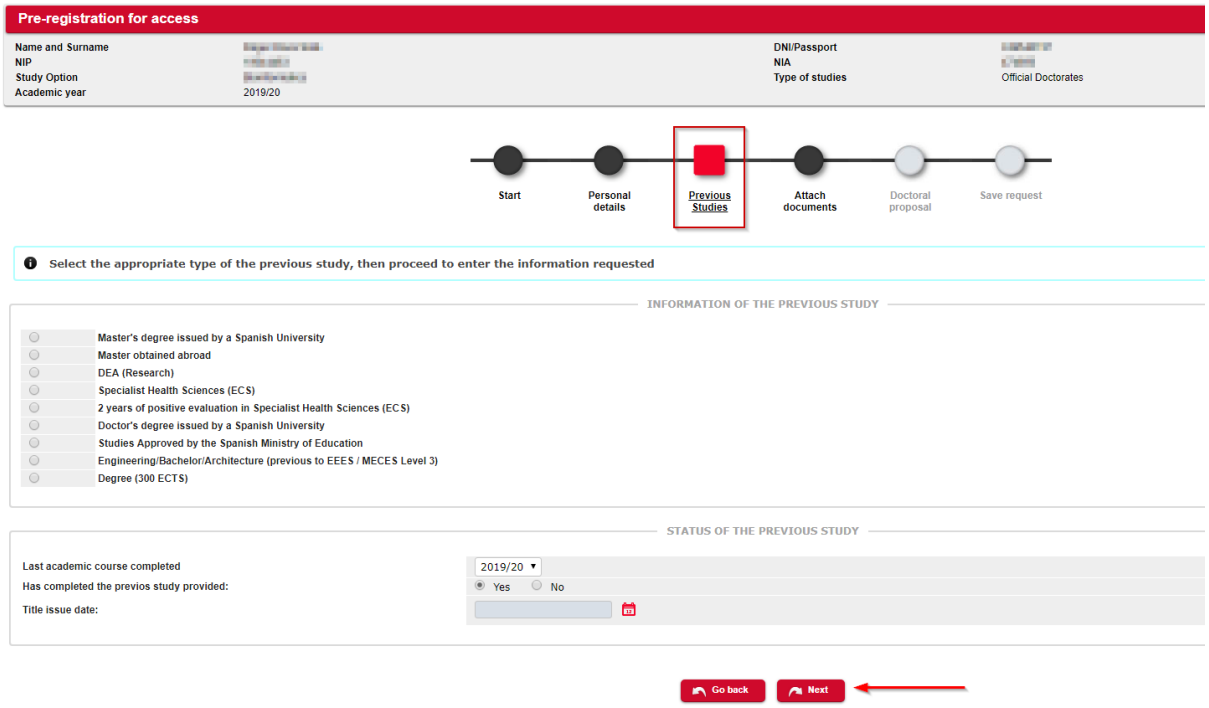
8. Enter your personal information

Enter your personal details, address and birth information:



9. Enter previous studies

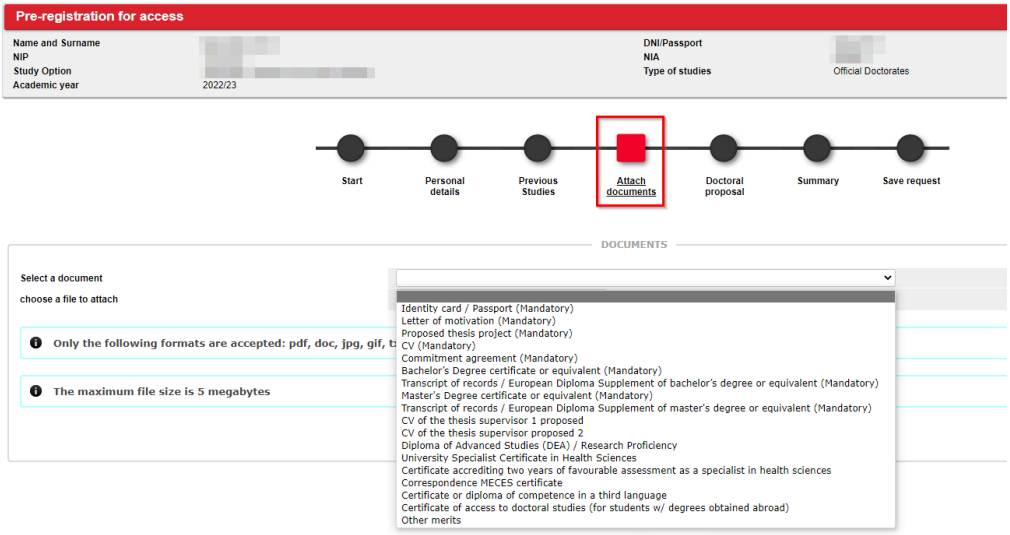
Enter all the required information about the studies that give you access to the doctorate:



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.

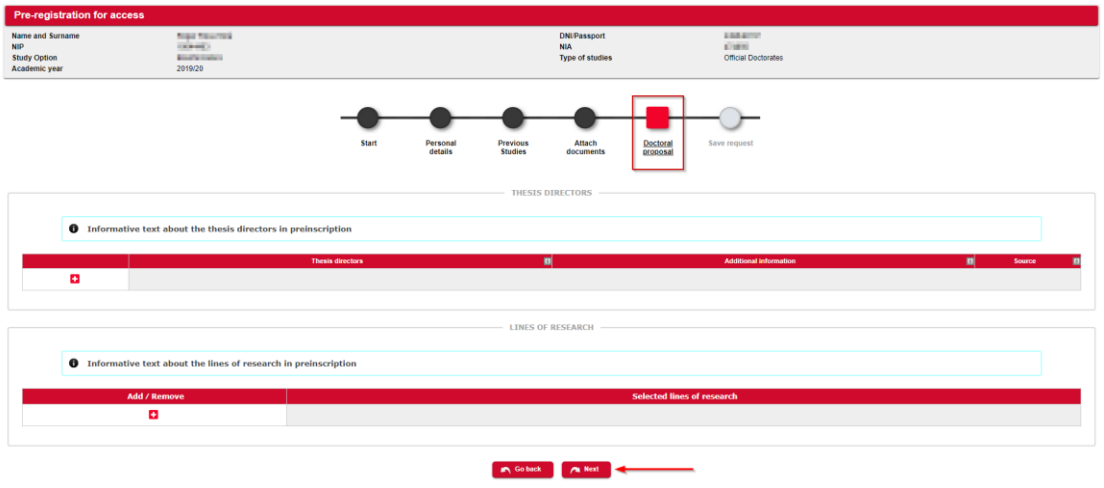
10. Attach the required documentation

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

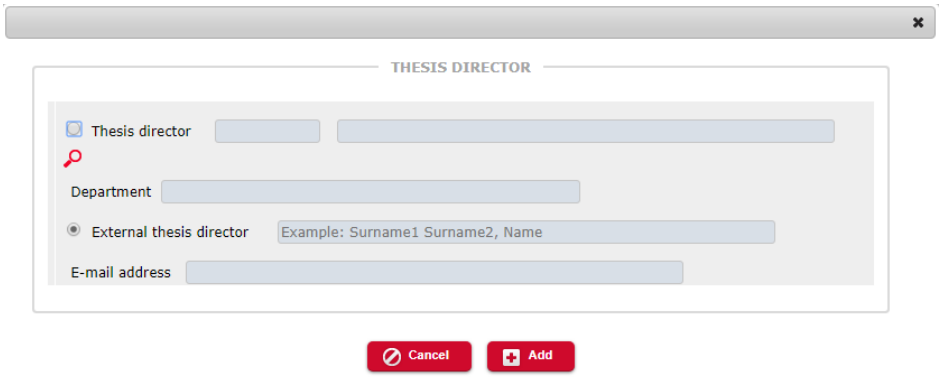


11. Applicant proposal

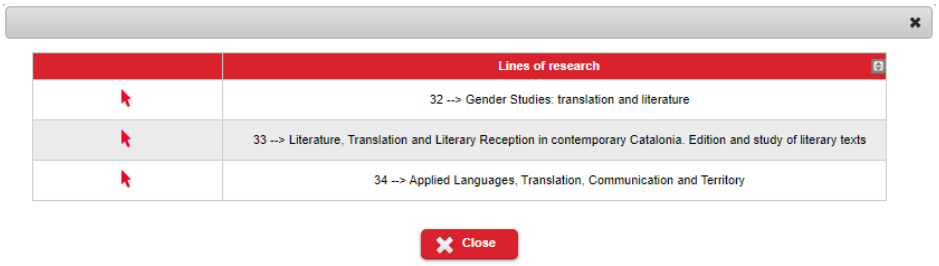
In this section you can propose one or more thesis directors as well as the line of research to which you want to link your thesis project. This section can be skipped if you do not have any proposal.



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:

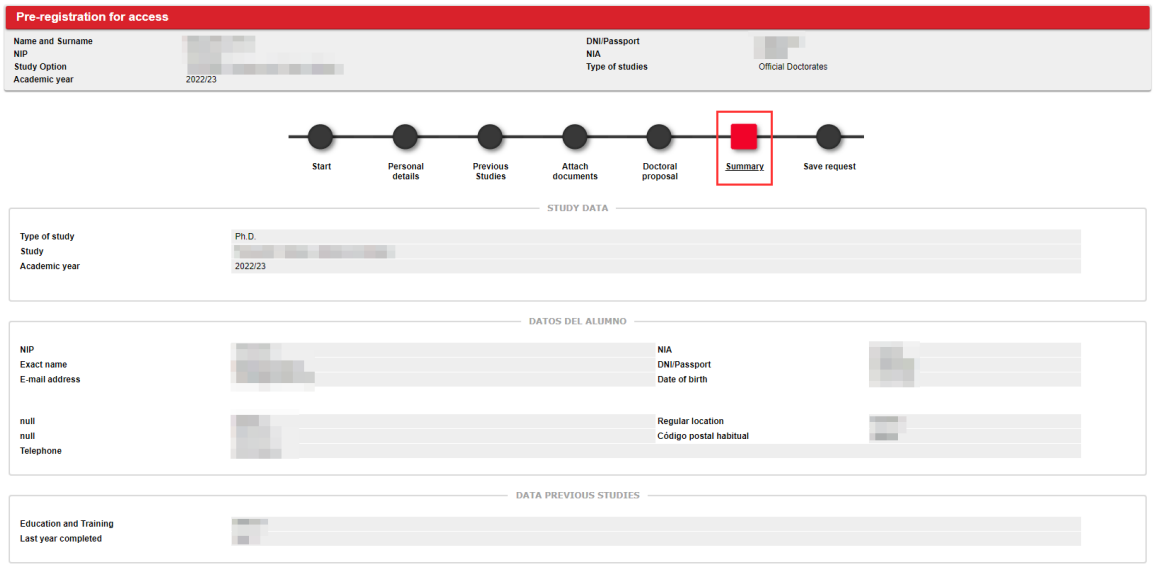


Select the line of research to which you want to link your thesis project, if applicable:



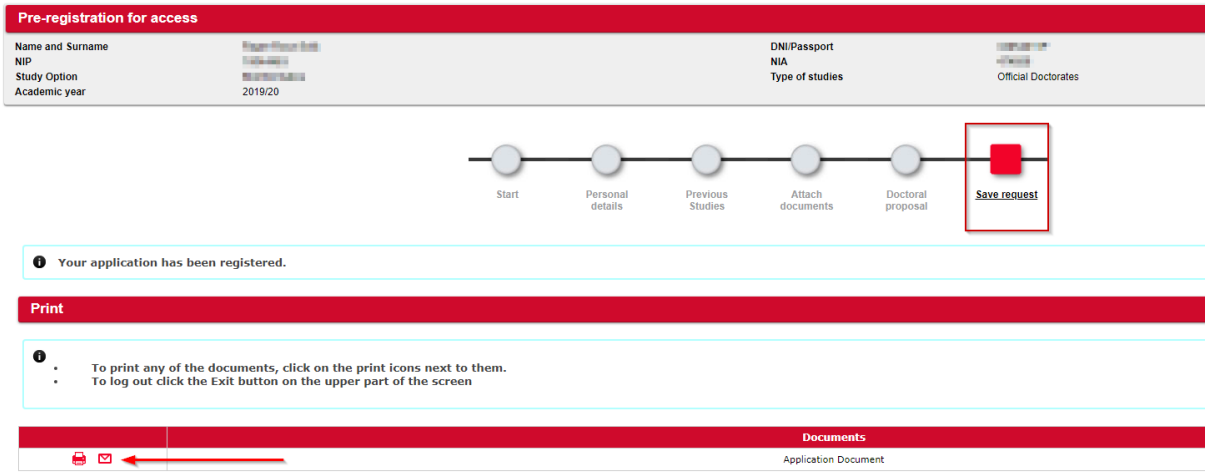
12. Review all the information and documentation provided

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.

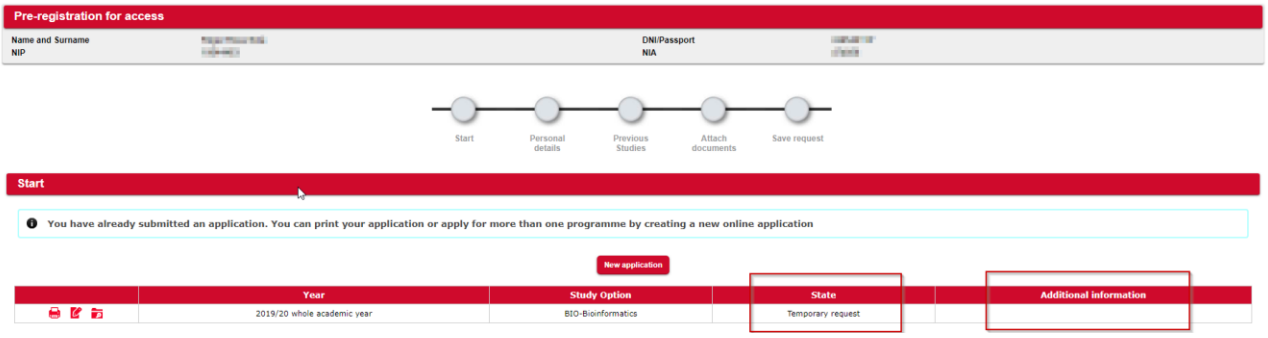


13. Confirm the application request

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.



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